

LOCAL SOLUTIONS

JOB DESCRIPTION

Date: February 2009

Position: Domestic Violence Project Manager

Responsible To: Senior Manager, Supported Accommodation

Responsible For: The Management of Specialised Domestic Violence Services

JOB PURPOSE

- To manage the Independent Domestic Violence Advisors (IDVA) project and staff providing a high quality front-line service to those victims of domestic abuse identified as being at highest risk.
- To provide line management support and supervision to the co-ordinator of the floating support service for victims of domestic violence who have additional barriers.
- To initiate, develop, maintain and monitor multi-agency links through procedures and protocols to keep safety central to all services.
- To ensure appropriate and effective service delivery including risk assessment, safety planning, advice and referrals to the MARACs and other agencies.
- To ensure compliance with the requirements of the Supporting People contracts secured with Liverpool City Council.
- To ensure that appropriate recording and monitoring procedures are in place, adhered to and delivered on time.
- To ensure that the services comply with the legal framework that protects the safety of children including the Local Safeguarding Children's Board policy and procedures and that all members of staff understand the practical implications of this.

CORE RESPONSIBILITIES

Developing partnerships and working with others

- To develop challenging but realistic targets against which Local Solutions measures its progress in delivering the Business Plan.
- To work with partners to develop a multi-agency information sharing and risk management framework for high risk victims of domestic violence (MARAC)
- To Initiate, develop, maintain and monitor co-ordinated efforts to improve services to victims of domestic violence.
- To ensure that the experiences of clients and other agencies inform the delivery of services

- To conduct regular team meetings/supervision to ensure the service provided is of the highest standard.

Monitoring performance

- To ensure that the database required for the service is kept up to date and the information is sent on time.
- To ensure that all staff understand the principles of working with victims of domestic violence and how supporting people influences practice.
- To practice and promote current legal requirements, national policies and guidance on health and safety, safeguarding and promoting the well-being of all users of the service.
- To develop systems to evaluate and improve organisational performance of service.
- To develop systems to ensure accountability within a multi-agency framework.

Teamwork and Collaboration

- To establish and sustain a culture of collaborative and co-operative working between colleagues.
- To influence and shape the policies and practices of the setting and share in collective responsibility for their implementation.
- To contribute to the work of a multi-professional team and, where appropriate, co-ordinate and implement agreed programmes and interventions on a day-to-day basis.

Professional Development

- To adopt a creative and innovative approach towards practice, by being open to opportunities for improvements, and encouraging staff to make suggestions.
- To take responsibility for the continuing professional development of self and others.
- To assist with the future growth and development of domestic violence services delivered by Local Solutions.

Other Duties

- To provide regular reports to key stakeholders.
- To promote the work of the service.
- To keep abreast of developments in law, policy and government initiatives in addressing domestic violence and communicate these to staff team.
- To be responsible for supervising and supporting all staff in their day-to-day duties including recruitment and induction, appraisal, training and development, individual supervision and performance management.

- To liaise with the local authority and other professional bodies associated with the services.
- To be responsible for the management of the budget.
- To co-ordinate/chair staff meetings as appropriate including agendas and minutes.
- To establish and maintain effective communications links with other agencies.

General

- To carry out any other duties appropriate to the post, as necessary or as requested.
- To promote and represent Local Solutions at local and national meetings and with other related organisations as appropriate.
- To ensure that all activities within area of responsibility comply with Local Solutions Health and Safety Policy.
- Implement Local Solutions Equal Opportunity policies and strategies, ensuring that all practices and procedures are in accordance with good equality and diversity practice and that staff are aware of equality and diversity considerations in respect of their duties.

JOB HOLDER.....
Print Name

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