

POST TITLE:	ADAM Project Practitioner
1 BASE	Leicestershire
2 SALARY	Starting salary £22,571 (pro rata)
3 HOURS OF WORK	18 hours per week, to be worked across three days, Monday to Friday.
4 MAIN TASK	<p>To provide a confidential high-quality front-line service to male victims of domestic abuse across Leicestershire to enable them to make long term positive and sustainable changes in their lives and with a view to improving their confidence, increasing safety and reducing the risk of domestic homicide, honour-based violence and harm from abuse.</p> <p>Working in partnership, you will advocate on behalf of your clients.</p>

5 Key Responsibilities

- **Service Delivery.** Provide individual support and informal education to male victims of domestic abuse, including safety and support planning and sign posting to other agencies.
- **Service Development.** To assess needs, gaps in services and develop services to meet those needs
- **General.** This includes all duties that ensure the safety and effectiveness of the services, and broader responsibilities that contribute to the development of Women's Aid Leicestershire Ltd

6 Duties

6.1 Service Delivery

- Assess referrals and identify appropriate needs and actions.
- To assess needs of all clients and, in conjunction with them, devise a support plan to address needs identified. For example, welfare benefits, security issues, accessing legal advice, budgeting, and housing related issues.
- To actively promote and develop the service with relevant agencies, networking, attending events/meetings and delivering presentations

and ensure adequate information is available to potential clients. The purpose being to generate referrals and raise awareness of male domestic abuse.

- Provide informal education and support services to clients including support when moving into subsequent accommodation.
- To represent individual clients at meetings with outside agencies, as necessary, and refer them onto other agencies where appropriate.
- To work with clients on a one-to-one basis to enable them to safely leave a domestic abuse situation or having left, remain safe, reviewing risks on a regular basis.
- To enable clients to develop themselves, gain independence, make a contribution to their community, remain safe and manage their own tenancies.
- To ensure clients' needs assessment and support plans use SMART measures to achieve agreed outcomes.
- To have a thorough knowledge and understanding of legislation, injunction procedures and child protection procedures regarding domestic abuse.
- To be responsible and accountable for the efficient recording, storing, and maintaining of client records including contact notes, correspondence, support plans and risk management plans.
- To actively engage clients and promote client involvement via a range of methods e.g., group work, forums, drop ins.
- To work in line with relevant legislation and policy including Safeguarding.
- To work in consultation with the management team and all other members of staff to ensure effective team working.
- To positively represent the Adam Project using effective liaison with relevant organisations and agencies.
- To ensure monitoring is up to date, including the submission of case studies, supporting the management team with Service requirements.

6.2 Service Development

- To assist in developing local support networks.

- Participate in local activities to promote a better understanding of domestic abuse.
- To assist in identifying gaps in service provision and make recommendations to improve and develop services for male victims/survivors.
- To assist in providing publicity material, publicising the service and ensuring adequate distribution of information to potential clients.
- To represent the ADAM Project to relevant external agencies.
- To keep up to date with policy and practice in your area and undertake staff development and training relevant to the post.
- To assist the management team in the collection of statistical information for monitoring, auditing and quality assurance purposes.
- To contribute, where appropriate, to Women's Aid Leicestershire Ltd volunteer training and domestic abuse awareness training offered to outside organisations, individuals and groups.

6.3 General

- To act in accordance with the policies and practices of Women's Aid Leicestershire Ltd. In particular to maintain the strict confidentiality of the Refuges.
- To protect the confidentiality of the address of the refuge and all matters relating to the residents and their children, and act in accordance with the policies of the organisation.
- To act in a fair and supportive way and positively promote equal opportunities.
- To work in a safe and responsible way ensuring that safety procedures are followed and that you do not endanger yourself, your colleagues or clients.
- To be punctual and minimise absence from work.

6.4 Other duties commensurate with responsibilities

- To attend all supervision, staff meetings and training days
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role

6.5 Line Management Relationship

- Post holder will be line managed by the Team Leader for the Community and Outreach Services.

PERSON SPECIFICATION:
ADAM Project Practitioner

Category	Essential Requirements	Desirable Requirements	Method of Assessment
<u>Qualifications</u>	A good standard of general education, equivalent to NVQ Level 3 / A Levels, or demonstrable relevant experience	A recognised domestic abuse/social work/housing/legal/counselling or other relevant qualification Counselling Qualification First Aid qualification	Application Form, Interview and ID documents
<u>Experience</u>	<p>Knowledge and experience of issues facing men who have, or are, experiencing domestic abuse and the barriers to accessing services.</p> <p>Knowledge and experience of working as part of a team, working on own initiative and managing time effectively.</p> <p>Knowledge and experience in devising needs assessments, support plans, risk assessments and providing support in relation to these.</p>	<p>Knowledge of domestic abuse, mental health, substance misuse issues, welfare benefits and relative legislation</p> <p>Knowledge of health and safety issues</p> <p>Knowledge of outcome-based assessments.</p>	Application Form, Interview and References

	<p>Knowledge of health and safety in relation to lone working.</p> <p>Knowledge and experience of issues relating to vulnerable people.</p>		
<p><u>Knowledge and Skills</u></p>	<p>Understanding of safeguarding protocols including child protection issues and legal responsibilities.</p> <p>Ability to promote the service, devise, and present information to relevant agencies at meetings and events.</p> <p>Ability to complete risk assessments and devise safety plans.</p> <p>Ability to meet the requirements of funders and to work to these, including reporting and collecting statistics.</p> <p>Ability to prioritise own workload.</p> <p>Good administrative skills, including ability to write computerised reports</p> <p>Working knowledge of ICT, including ability to uses databases, Microsoft office packages, including Word and</p>	<p>Understand funding arrangements within the voluntary sector.</p>	<p>Interview and References</p>

	<p>Excel, and use email</p> <p>Ability to maintain confidentiality, in particular, to maintain the strict confidentiality of the address of the refuge, dispersed accommodation & all matters relating to the residents and their children</p> <p>Ability to work in a non-discriminative way, and promote equality of opportunity</p> <p>Able to work on own initiative and as part of a team</p>		
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<p><u>Personal Attributes</u></p>	<p>Ability to work under pressure and cope with the stress of others.</p> <p>Reliable and a good timekeeper</p> <p>Understanding of diversity and have a commitment to equal opportunities.</p> <p>Interpersonal skills and ability to empathise with others.</p>		<p>Interview and References</p>
<p><u>Other Requirements</u></p>	<p>Able to work to Policies and Procedures</p> <p>Available to work occasional evenings and weekends</p> <p>A willingness to be flexible and adapt to changing needs</p> <p>Full Driving Licence and access to own vehicle for work</p>		<p>DBS Application</p> <p>ID Documents</p> <p>References</p> <p>References</p>