



JOB PROFILE

POST:	ADViSE Advocate Educator
SALARY:	£27,741 per annum
HOURS:	35 hours per week
DURATION:	Permanent subject to funding

JOB PURPOSE:

MAIN DUTIES AND RESPONSIBILITIES:

- To promote the ADViSE programme, to build and maintain effective relationships with sexual health teams, and to recruit local sexual health clinics to participate in the ADViSE programme
- To provide in-house training for sexual health teams on understanding, recognising and responding to domestic and sexual violence and abuse (DSVA)
- To provide ongoing specialist advice and support around DSVA to sexual health teams
- To encourage sexual health professionals to ask patients about their experience of abuse and respond, record, safety check and refer
- To provide specialist, individual and needs-led DSVA advocacy and support to female and male patients who are or have been affected by DSVA who are referred from participating clinics and to provide onward referrals where appropriate
- To provide feedback on case outcomes to referring clinicians
- To collect and collate performance and monitoring data for reporting purposes and also with a view to further embedding and developing the ADViSE programme locally.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Clinic-based Work

- Work closely with the ADViSE clinical lead to promote the ADViSE programme within the area and to encourage local sexual health clinics to sign up to the ADViSE programme
- Negotiate dates for and arrange training sessions with clinics
- Prepare training packs for training sessions
- Deliver, alongside the ADViSE clinical lead, the ADViSE training to clinicians and non-clinical staff in participating sexual health clinics and prepare training materials where necessary
- Promote awareness of the experiences and needs of women and men affected by DSVA, particularly in relation to their health, in partnership with the Clinical Lead
- Develop a good relationship with all sexual health staff and work effectively as part of the team in each clinic. This includes:
 - provision of systematic and ad hoc support to the sexual health teams of participating clinics, including meeting with individuals and small groups of clinical and administrative staff
- Attending relevant meetings



- Maintain effective monitoring procedures and ensure that clear accurate records of clinic-based work are kept and maintained, in line with IRISi requirements
- Feedback on the use of the electronic medical record prompt linked to the ADVISE programme and provide patient feedback and case updates /outcomes
- Using the data collected, maintain an overview of local clinics' engagement with the ADVISE programme
- Act upon this overview to proactively ensure that the ADVISE programme is well established and embedded, and that all local ADVISE trained clinics are engaging with the programme.

2. Advocacy and support service

- Provide support to patients affected by (or who have been affected by) DSVAs referred by sexual health clinicians from participating clinics
- Provide support to patients affected by (or who have been affected by) DSVAs who self-refer from participating clinics
- Provide direct assessment, casework support, advice, information and advocacy to patients experiencing DSVAs through telephone/online contact, and/or meetings at the relevant clinic
- Work with patients experiencing DSVAs to increase their personal safety, and that of any children, and inform them of their rights and options in terms of housing, legal and welfare rights
- Develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist DVA service that is delivering ADVISE, to other specialist DVA services and SV services or other external agencies when appropriate
- Keep accurate records of all referrals received and of work done with or on behalf of service users, in line with IRISi requirements.

GENERAL:

- Attend and participate in the local ADVISE steering group meetings.
- Contribute to monitoring and evaluation of the ADVISE programme, by:
 - Collecting and collating all clinic-based and referral and advocacy data and monitoring, and providing IRISi with this, as requested
 - Producing written reports as requested (e.g. quarterly reports, annual report), including for the local IRIS steering group
- Engage with the national ADVISE/IRIS Network and participate in ADVISE/IRIS Network events

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

PERSON SPECIFICATION



CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED
EDUCATION, QUALIFICATION & TRAINING		
Degree level education or similar/relevant professional qualifications.	E	Application Form/ Interview
Formal/informal training in a range of gender violence Issues	E	Application Form/ Interview
EXPERIENCE		
At least two years' experience of working within the DSVA sector, and where the post-holder will be supporting both female and male victims and survivors, training and/or experience in supporting both female and male victims and survivors.	E	Application Form/Interview
Experience of conducting needs and risk assessments.	E	Application Form/Interview
Experience of providing needs-led support to clients with a variety of support needs.	E	Application Form/Interview
Experience of building and maintaining partnerships with other agencies.	E	Application Form/Interview
Experience of delivering training to professionals, ideally both face to face and virtually.	E	Application Form/Interview
KNOWLEDGE AND UNDERSTANDING		
Knowledge and understanding of the gendered nature of DSVA.	E	Application Form/ Interview
In depth knowledge and understanding of the issues facing women, and men, who have experienced domestic violence and abuse and/or sexual violence with specific knowledge of the effects on health.	E	Application Form/Interview
An understanding of the impact of multiple, intersecting oppressions (e.g. sexism, racism, homophobia, ableism, etc) and the consequent barriers for some survivors of DSVA to accessing health and other services.	E	Application Form/Interview
Knowledge of options for and rights of victims and survivors of DSVA and proven ability to use in casework, including knowledge of relevant legislation relating to DSVA.	E	Application Form/Interview
Knowledge and understanding of trauma and trauma symptoms.	E	Application Form/Interview
In depth knowledge of training strategies and methods.	E	Application Form/Interview
Knowledge of service evaluation and audit.	E	Application Form/ Interview
SKILLS AND ABILITIES		
Ability to work under pressure.	E	Application Form/



		Interview
Ability to plan own workload, to manage time effectively and to deal with changing and competing demands.	E	Application Form/ Interview
Ability to think creatively and show initiative.	E	Application Form/ Interview
Ability to communicate sensitively with patients who may be distressed.	E	Application Form/ Interview
Ability to establish and maintain appropriate boundaries when working with patients who are experiencing crisis.	E	Application Form/ Interview
Ability to communicate effectively with a range of professionals.	E	Application Form/ Interview
Ability to instil confidence in health professionals and build robust relationships across all levels.	E	Application Form/Interview
Excellent verbal and written communications skills including report writing and presentation, and including excellent spelling, punctuation and grammar.	E	Application Form/Interview
Ability to maintain effective administrative and monitoring systems.	E	Application Form/Interview
Proficient in word-processing, spreadsheets and databases, preferably using Microsoft Windows.	E	Application Form/Interview
OTHER		
Able to work at weekends and evenings when required.	E	Application Form/ Interview
Reliable and trustworthy.	E	Application Form/Interview
Efficient and punctual.	E	Application Form/Interview
Non-judgemental and non-directive approach to empowering patients.	E	Application Form/Interview
Willingness to critically assess own performance and reflect on own practice.	E	Application Form/Interview
Commitment to working with a feminist ethos.	E	Application Form/Interview
Understanding of and commitment to equal opportunities.	E	Application Form/Interview
A commitment to anti-oppressive practice and a commitment to challenge sexism, racism, and other forms of discrimination.	E	Application Form/Interview

POST HOLDER SIGNATURE:		DATE:	
LINE MANAGER SIGNATURE:		DATE:	