**Berkshire Women’s Aid**

**Job Description**

Job Title: **Medium** **Risk Safety Planner**

Job Purpose: **To provide specialist safety planning support to medium risk victims of domestic violence and abuse. To work in partnership with Thames Valley Police to ensure victims receive the support that they need**

Accountable to: **Service Development Manager**

Line Manager for: **None**

**Responsibilities:**

1. **To work as part of the West of Berkshire team;**

* To work in partnership with voluntary and statutory organisations
* To work in partnership with other BWA staff, volunteers and colleagues to provide safety planning advice
* Develop and maintain excellent working relationships with TVP and in particular colleagues within the Domestic Abuse Investigation Unit (DAIU)
* Work remotely within the Police DAIU whilst maintaining contact with BWA teams

1. **To provide support, advocacy and information**

* Speak on the telephone with victims of domestic abuse identified by the DAIU to provide initial support and information
* Provide appropriate crisis support to medium risk clients
* Gain consent for onward referrals and signpost/refer clients appropriately
* Complete and update risk assessments and initial individual support and safety plans for clients
* Support clients to access refuge accommodation

1. **Publicise the work of BWA in the area**

* Ensure those who are experiencing domestic violence or abuse know about the services BWA provides
* Maintain good working relationships with local voluntary and statutory agencies to keep up-to-date on local resources available to clients
* Ensure local agencies refer clients to BWA, and that they do so appropriately
* Liaise with the Police to ensure they are fully aware of the support BWA offers.

1. **Be an active member of the team**

* Liaise and coordinate with other team members to provide a cohesive quality service
* Participate in, and contribute to, team meetings
* Share with other team members previous experience, skills and up-to-date knowledge which may be relevant to the team in providing its service
* Keep up to date on local and national changes and best practice when supporting victims and issues that affect them.
* Act as SPOC for BWA staff and TVP within the DAIU.

1. **Maintain accurate records in line with BWA procedures, regarding all aspects of service delivery for monitoring and other purposes**

* Collate statistics on work undertaken with clients
* Collate statistics on support and advice for monitoring reports
* Contribute to the quarterly monitoring report for BWA and contract monitoring
* Clear accurate casework records are maintained within established record keeping and confidentiality policies.
* Ensure records are updated accurately and key changes to risk reported appropriately.

*The above is provided for guidance and is not an exhaustive list of all accountabilities that the post holder may have over time.*

**Personal Specification**

# **Risk and Safety Planner, West of Berkshire**

# Experience, skills and knowledge may have been gained in paid or unpaid work

## Essential Previous Experience and Knowledge

* experience of working directly with a wide range of people
* experience of gathering and assessing information sensitively
* experience of giving accurate detailed information to others
* experience of keeping detailed records and using database systems
* experience of working in a team to provide a service
* experience of working within a confidential service
* understanding of the nature of domestic abuse and its effects
* experience of dealing with the public on the phone

## Essential Skills

* able to be an active and empathetic listener
* able to form working relationships quickly
* able to work within professional boundaries
* able to keep methodical and accurate records
* computer literate
* able to make practical and realistic plans

**Should a number of applicants fulfil the essential requirements of the post, preference will be given to applicants who meet these desirable requirements.**

## Desirable Skills

* experience of representing a service or cause positively and persuasively
* Experience of working with victims of domestic abuse
* Experience of assessing the safety needs of clients experiencing domestic abuse
* Working in a partnership environment.

## Desirable Knowledge

* criminal and civil justice system
* knowledge of welfare rights and benefits
* knowledge about issues relating to mental health, substance misuse
* knowledge of statutory and voluntary agencies available to provide services to victims and their children
* knowledge of the gendered nature of domestic abuse and other factors that influence this
* knowledge of Honour Based Abuse and Forced Marriage issues
* Understanding of how to provide services appropriate to diverse client groups e.g. BAMER and LGBT+ clients