



Job Description

Directorate	Families & Wellbeing
Service	Children's Services -Early Help

Post details	
Job title	IDVA
Grade	6
Location of work	Time Square
Directly responsible to	Service Manager
Directly responsible for	No staffing responsibilities
Hours of duty	37
JE Reference	A11493
Primary purpose and scope of the job	
<p>The role will deliver a high-quality independent advocacy and support service across Warrington.</p> <p>The IDVA will specialise in supporting parents and caregivers who are being abused and harmed by their adult child.</p> <p>This role involves screening and triaging referrals, direct work with victims, including safety planning, support coordination, crisis intervention, managing a caseload, and supporting professional understanding of adult children harming parents and caregivers through delivering briefings and supporting training sessions. The role will also involve supporting in delivering small group work to parents and caregivers. The post holder will be based within the Warrington DA Hub, IDVA team working closely with the Child to Parent Abuse Team.</p>	
Working Relationships	
<p>Warrington Borough Council. All key partner agencies that contribute to the Warrington Domestic Abuse Partnership, including but not restricted to the Police, probation Service, Adult Social Care, Children's services, Drug and Alcohol Services, Mental health Specialist Services, GP's, Voluntary, Private and Independent sector agencies.</p>	

Key Tasks and Responsibilities:

1. To support victims from the point of crisis via face to face, over the telephone, email and digital platforms and establish positive working relationships with the aim to promote safety and recovery.
2. Identify and assess the risk and needs of domestic abuse victims using the DASH (Domestic Abuse, Stalking and Honour-Based Violence) risk assessments and the CPA DASH in addition other risk assessments as deemed appropriate.
3. Develop safety plans to address the risk and harm to victims and any other children attached to the victim, regularly review individual safety plans, and respond to changes to ensure that the identified needs continue to be met in the most effective way.
4. To Manage a caseload of clients, ensuring support needs are met before closure.
5. Connect/refer victims to access other services, such as solicitors, housing, DWP, health, wellbeing, financial support and refer child victims to specialist services.
6. Advocate for victims and ensure victims voices are heard and considered at decision making meetings.
7. To attend and support victims at court.
8. Support professionals in responding to Domestic abuse within the context of adult child harming and abusing parents and caregivers, this will involve guidance in completing risk assessments, developing safety plans and support in embedding the appropriate support pathways.
9. Support in developing group work material and deliver group support to parents and caregivers.
10. Contribute to the Marac process, ensure all high-risk cases are referred and actions completed in the requested time frame.
11. Ensure any issues in relation to safeguarding children or vulnerable adults are referred to appropriate channels.
12. Develop strong working relationships with multiagency colleagues from statutory and voluntary agencies to ensure the most appropriate support and safety measures are in place for victims and survivors.
13. 13.Maintain confidential client records/systems, both written and electronic, to ensure provision of accurate up to date information.
14. Manage your own workload, administration and diary commitments, prioritising as required.

15. Commitment to trauma informed practice through continuous development and accessing training as required.
16. To contribute and deliver child to parent abuse briefings and training to professionals and raise awareness of domestic abuse and the support offer to a multiagency audience.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Jaria Hussain-Lala
Role	DA Partnership Manager
Date	11 th August 2025
Signature of Role Holder (following appointment)	
Date Signed	