



## Job Description and Person Specification

### Housing Independent DA Advisor

Job Details	
Grade	GRD6
Service	Housing & Homelessness
Location	City Wide
Job Evaluation Code	A5846

#### About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

You will support individuals affected by domestic abuse-focusing on those experiencing housing instability or those currently experiencing homelessness. The role involves working within a local authority housing setting to promote a trauma-informed response. You will be delivering advice, managing cases, creating safety plans and providing housing interventions; all whilst fulfilling applicable statutory duties under relevant legislation. Collaboration with both internal and external teams is integral to ensure a holistic, person-centred response, while contributing to achieving/maintaining DAHA accreditation.

#### Main Duties & Key Accountabilities

Overseeing the coordination of DA cases requiring specialised knowledge to guarantee access to services for everyone, including individuals with complex circumstances. These could include Honour-based

violence, forced marriage, female genital mutilation, sexual violence, mental health challenges, and substance misuse issues.
Being responsible for staying informed about legislative updates that may create obstacles to efficient operations and prevent access to essential services.
Providing expert advice, support, and guidance to professionals on all elements of case management for victims and children affected by domestic abuse.
Maintaining detailed and precise case records to ensure accurate monitoring of personal performance while with data recording, reporting and analysis.
Working alongside colleagues to establish need for temporary accommodation, ensure suitable placements and that essential item requirements are provided
Supporting victim survivors during a period of housing instability and developing an appropriate safety and support plan
Ensuring effective operational joint working to provide survivors with speedy and appropriate housing solutions
Leading on the promotion of internal DA Housing Policies and Procedures, DA risk identification and assessment (DASH) and management tools across the service
Playing an integral role to further the aims of our internal DA Champion network and participating in forums and awareness raising events
Offering specialist DA advice and guidance to colleagues across the service, including assisting with the delivery of DA training sessions, refreshers and briefings
Supporting the development of good practice and challenging effectively with professionalism any language or practice that may cause harm
Liaising with Accommodation and Housing providers including Registered Providers concerning breaches of licence or tenancy agreements and help to seek resolutions

Key Relationships	
External:	Coventry's specialist domestic abuse services Accommodation and Housing providers Multi Agency Risk Assessment Conference (MARAC) Multi Agency Public Protection Meetings (MAPPA)
Internal:	Housing & Homelessness managers Operational leads

	Colleagues across the service
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### Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

### Responsible for

N/A

### Person Specification

#### Requirements

Knowledge	Have knowledge of civil and criminal justice remedies for victims of domestic abuse and their children
	An understanding of domestic abuse and it's effects on individuals and of best practice within the domestic abuse and Housing sectors
	Knowledge of Housing and Homelessness legislation is advantageous but not essential
	An understanding of the remits and resources of relevant statutory bodies and voluntary agencies
	History of supporting people who have complex needs, including mental health, offending behaviour, sex working and drug or alcohol dependencies
Skills And Ability	Excellent interpersonal, mediation and advocacy skills, alongside the ability to form and maintain relationships and professional boundaries with vulnerable people
	Ability to remain calm in a crisis, working in highly traumatic and distressing situations, working with vulnerable people who may

	display complex behaviours. Completing responsive and dynamic risk assessments throughout these situations
	Ability to plan, organise and co-ordinate, working to tight deadlines using own initiative
	Good standard of general education, including GCSEs in Maths and English (or comparable). Knowledge of Microsoft Office, particularly Outlook, Word and Excel
	The ability to travel around the city and a flexible approach to working outside core hours
Experience	Experience of multi agency and partnership working with external organisations to deliver positive outcomes for individuals