

## JOB DESCRIPTION

<b>Job Title:</b>	Specialist BAME Caseworker
<b>Responsible to:</b>	IDVA Team Manager
<b>Contract Type:</b>	Fixed term until March 2022
<b>Salary:</b>	£25k pro rata
<b>Working hours:</b>	35 hours per week
<b>Benefits:</b>	Nest pension, 25 days annual leave + public holidays (pro rata) (FTE) + the office is also closed between Christmas and New Year

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

### Job Summary

The post holder will be responsible for delivering advocacy and support to Black and Minoritised women over the age of 16 in London who have experienced any form of Domestic Abuse & Harmful Practices; and are assessed to be at standard/medium risk of further abuse.

The post holder will provide women centred support which will include a needs and risk assessment, and will put in place a safety and support plan to help reduce risk, increase safety, and support women to cope and recover from domestic abuse. They will have an excellent understanding of the causes and effects of domestic abuse on women and children, as well as an understanding of the criminal justice system, MARAC, safeguarding procedures and safety planning options available to support survivors of domestic abuse.

### Main Duties and Responsibilities

1. To assess risks and identify needs. To support the survivor and children to identify outcomes and actions and develop, monitor and review comprehensive action plans.
2. To conduct crises intervention. An initial assessment of risk and safety planning will be carried out with each client. High risk cases will be referred to the MARAC (multi agency risk assessment conference) and to its respective IDVA service. All immediate safety issues will be dealt with at this point.
3. To assess needs and support the survivor and children to identify outcomes and actions and develop, monitor and review comprehensive support plans. To provide further intervention for a period of up to 6 months for follow up work.
4. To work to the contracts outputs and outcomes and making referrals to external and internal services, MARAC and other agencies as appropriate.
5. To establish and maintain strong links with service users to encourage their involvement in the activities of IMECE through outreach work, telephone contact etc.

6. To carry out drop-in advice and information services centrally and on an outreach basis
7. To carry out all follow up activity arising from the service.
8. To undertake telephone advice and information sessions as appropriate.
9. To maintain detailed knowledge of relevant areas of family law, destitute domestic violence concession, social welfare law, including benefits, housing, debt, employment, and immigration.
10. To liaise with a range of agencies to promote the interests of Black and minoritised women as it relates to their advice and information needs.
11. To ensure that Diversity and Equality is at the centre of the service and the service is responsive to and meets the needs of all women.
12. To promote and ensure compliance with IMECE Women's Centre's Diversity Policy and strategies; to value diversity and find innovative and creative ways of engaging with all sections of the local community.

### **Project Work**

1. To produce advertising and marketing material for the project as and when necessary
2. To actively facilitate user involvement in the service.
3. To set up and facilitate generic and specialist support groups for women who have experience domestic violence or sexual abuse.

### **Recording/ Monitoring/ Reporting**

1. To ensure all case recording meets quality standards to an external auditable standard. And to independently and confidently update a range of IT and paper systems, ensuring case files and data are continually maintained to a high professional standard and within required timescales.
2. Keep accurate, confidential case records
3. Collect and record statistics on client enquiries
4. To maintain monitoring and evaluation systems for the project
5. When necessary submit and present reports to IMECE's VAWG Team Manager
2. Attend project partnership meetings and present IMECE's work to other partners as and when required
- 3.
4. To liaise with other agencies, women's and community organisations in boroughs of London to set up satellite advice service with an aim of increasing access of women

living in those boroughs.

5.

6.

7. Training

8.

9. To deliver training to other professionals working in the field of violence against women, and if appropriate related fields to support their work

10.

11. To liaise with other agencies, statutory sector professionals, secondary schools to organise awareness raising sessions on the forms of DV i.e. Forced Marriage, Honour Based Violence and Female Genital Mutilation.

### **General Duties**

1. To liaise with a range of agencies to promote the interests of Black and Minoritised women as it relates to their advice and information needs.

2. To maintain detailed knowledge of relevant areas of family law, destitute domestic violence concession, social welfare law, including benefits, housing, debt, employment, and immigration.

3. To promote and ensure compliance with IMECE Women's Centre's Diversity Policy and strategies; to value diversity and equality of opportunities, and find innovative and creative ways of engaging with all sections of the local community.

4. Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual workplans.

5. Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonable be expected.

## PERSON SPECIFICATION

A = Application Form      I = Interview

<b>EXPERIENCE</b>		Assessment Method*	Application	Interview
<b>SPECIFICATION</b>		<b>Essential or Desirable</b>		
<b>1.</b>	Must be BAME woman (Section 7.2 9e SDA 1975 applies). Desirable if can speak Turkish, Kirmanci or Zazaki.	<b>D</b>	<b>A</b>	
<b>2.</b>	A thorough understanding of the dynamics of domestic violence and harmful practices and its impact on women, children, families, and communities.	<b>E</b>	<b>A</b>	<b>I</b>
<b>3.</b>	Knowledge of the issues facing women, children and young people from Black and minoritised communities (including Turkish, Kurdish and Cypriot Turkish) affected by violence against women and girls along with the ability to identify women's individual and collective needs	<b>E</b>	<b>A</b>	<b>I</b>
<b>4.</b>	Relevant Homelessness, Housing Management or Supported Housing qualification (NVQ, HNC) or equivalent experience of working within a similar role with knowledge of Housing legislation & welfare benefit legislation	<b>D</b>	<b>A</b>	<b>I</b>
<b>5.</b>	Experience of working respectfully with individuals offering advice, guidance and support on housing and tenancy related information	<b>E</b>	<b>A</b>	<b>I</b>
<b>6.</b>	An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children	<b>D</b>	<b>A</b>	<b>T</b>
<b>7.</b>	Non-judgemental, non-directive and anti-discriminatory approach to empowering women	<b>E</b>	<b>A</b>	<b>I</b>
<b>8.</b>	Ability to advocate within a multi-agency framework	<b>D</b>	<b>A</b>	<b>I</b>
<b>9.</b>	Experiencing of working within safeguarding frameworks and a good knowledge of legal and welfare issues relating to children and young people	<b>E</b>	<b>A</b>	<b>I</b>
<b>10.</b>	Experience of working in partnership with other agencies	<b>E</b>	<b>A</b>	<b>I</b>
<b>11.</b>	An ability to manage, organise and prioritise own workload and to work independently and as part of a	<b>E</b>	<b>A</b>	<b>I</b>

	team within a framework of policies and procedures			
12.	Demonstrable experience of report writing to a high specification	E	A	I
13.	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> <li>• With service users and statutory, voluntary, and other stakeholders</li> <li>• Verbally and in writing</li> <li>• Advocating for service users, raising awareness of VAWG issues and representing IMECE</li> </ul>	E	A	T
14.	Experience of developing and delivering workshop/training sessions to diverse audience	D	A	I
15.	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	E	A	I
16.	A broad base of administration skills including ability to maintain records and use IT and paper-based systems proficiently	E	A	I
17.	Able to demonstrate shared values and behaviours with Imece including (but not limited to) Imece's feminist approach to VAWG	E	A	I
18.	Flexible, proactive approach and a good ability to prioritise work	E	A	I
19.	Clear boundaries and a willingness to accept line management and make effective use of supervision	E	A	I
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>		<b>E/D</b>	<b>A</b>	<b>I</b>
	Evidence of continuing professional development	E	A	
<b>OTHER REQUIREMENTS</b>		<b>E/D</b>	<b>A</b>	<b>I</b>
	Able to work evenings and work at weekends occasionally when required	E	A	I