

JOB DESCRIPTION

Job Title:	VAWG Specialist Floating Support Worker
Responsible to:	VAWG Advocacy Manager/ Senior Case Worker
Contract Type:	Fixed term until March 2023
Salary:	£25.5- 26.5k pro rata
Working hours:	35 hours per week
Benefits:	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 Floating Support advocacy and support to Black and Minority Women with No Recourse to Public Fund (NRPF) 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. This post is created to improve women's access to specialist domestic violence support service across allocated London Boroughs.

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

Advice and Support

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 **3 months for** follow up work.

4. To advocate, both verbally and in writing, in a range of settings including in civil and criminal proceedings and with criminal justice professionals.
5. To work in partnership with other agencies, including participation at the MARAC, and to contribute to the design of interventions and the design of plans which protect survivors and their children whilst maintaining an independent role on behalf of the survivors, keeping their safety central to the plans. Coordination of support packages to ensure all survivors' needs are met and avoid duplication of support.
6. To prevent future homelessness amongst survivors experiencing domestic abuse and their children
7. To ensure that any issues in relation to safeguarding children or adults at risk are brought to the immediate attention of the Service Manager/ Safeguarding Officer or if unavailable to other senior Manager
8. To recognise, respect and address the needs of service-users who face particular barriers when seeking help to access the advocacy service, including those from different ethnic and cultural backgrounds, LGBT communities, and disabled people.
9. To carry out periodic and regular case reviews in liaison with the line manager, to review ongoing risk and needs, using the outcomes to inform action planning.
10. To report any problems/difficulties/complaints to the line manager and participate in follow up investigations as required.
11. To establish and maintain strong links with service users to encourage their involvement in the activities of IMECE through outreach work, telephone contact etc.
12. To carry out drop-in advice and information services centrally and on an outreach basis.
13. To carry out all follow up activity arising from the service.
14. To undertake telephone advice and information sessions as appropriate.
15. To maintain detailed knowledge of relevant areas of family law, destitute domestic violence concession, social welfare law, including benefits, housing, debt, employment, and immigration and NRPF
16. To liaise with a range of agencies to promote the interests of Black and minorities Turkish, Kurdish and Turkish Cypriot Women as it relates to their advice and information needs.
17. 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
18. 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.

Recording/ Monitoring/ Reporting

1. To ensure all case recording meets quality standards to an external auditable standard. And to update a range of IT and paper systems, ensuring case files and data are continually maintained independently and confidently 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 Service Manager
6. Attend project partnership meetings and present IMECE's work to other partners as and when required

Managing security

1. To ensure IMECE's lone working procedures are followed and report whereabouts to the service manager when visiting clients.
2. To ensure that security of sensitive information is maintained and complies with the requirements of the Data Protection Act 2018.

Managing health and safety

1. To promote and ensure safe working for self and others by strict adherence to Refuge Security procedures and Health and Safety policy.

Managing self

1. To promote and support equality and empowerment within all areas of work.
2. To develop and maintain positive, collaborative working relationships with all partner and staff both locally and across the wider organisation, being committed as part of the team to providing a high level of support to survivors.
3. To actively participate in Refuge's performance management processes including regular supervisions and development.
4. To actively role model and display behaviours that reflect IMECE's Values and Behaviour Framework.

Other duties

1. To be involved in the production of IMECE's annual report

2. To prepare with other staff members, publicity materials for IMECE and its projects.
3. To deliver presentations and training to external agencies to increase local understanding of domestic abuse.
4. To represent IMECE at meetings, seminars and conferences as directed.
5. To attend all approved training courses.
6. To undertake evening and weekend work as required.
7. To adhere to IMECE Women's Centre's policies and procedures including confidentiality and information sharing, safeguarding, record keeping, health & safety and equal opportunities policies.
8. 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.
9. To be responsible for the safety of the building and undertake all duties in line with Health and Safety.
10. To attend all team, staff meetings and when directed management committee meetings.
11. To represent IMECE externally, including Women's Day events, marches and other relevant demonstrations.
12. To undertake any other duties as may be required

PERSON SPECIFICATION

A = Application Form I = Interview

EXPERIENCE		Assessment Method*	Application	Interview
SPECIFICATION		Essential or Desirable		
1.	Can speak either Kirmanci or Zazaki.	D	A	
2.	Knowledge of the issues facing women, children and young people from Turkish Kurdish and Cypriot Turkish and women from other backgrounds affected by violence against women along with the ability to identify women's individual and collective needs	E	A	I
3.	Non-judgmental, non-directive and anti-discriminatory approach to empowering women	E	A	I
4.	Extensive experience in providing advice, advocacy and support in two or more of the following areas; housing, welfare, violence against women	D	A	I
5.	Experience of working in partnership with other agencies	D	A	
6.	Experiencing of working within safeguarding frameworks and a good knowledge of legal and welfare issues relating to children and young people	E	A	I
7.	Demonstrable experience of report writing to a high specification	E	A	
8.	An ability to manage, organise and prioritise own workload and to work independently and as part of a team within a framework of policies and procedures.	E	A	I
9.	Experience of developing and delivering workshop/training sessions to diverse audience	E	A	I
10.	Proficient written and verbal communication skills in computer literacy and the ability to complete records and reports effectively and accurately.	E	A	T
11.	Ability to advocate within a multi-agency framework	E	A	I
12.	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders 	E	A	T

	<ul style="list-style-type: none"> verbally and in writing advocating for service users, raising awareness of gender violence issues and representing IMECE 			
13.	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	E	A	I
14.	A broad base of administration skills including ability to maintain records and use IT and paper-based systems proficiently	E	A	I
EDUCATION, QUALIFICATIONS AND TRAINING		E/D	A	I
	NVQ 3 or other equivalent and relevant qualification or proven experience.	E		
	Experience of working in the Violence Against Women / Social Care or similar fields or Degree level education/relevant professional qualifications.	D	A	I
	Formal / informal training in a range of gender violence issues	D	A	
	Evidence of continuing professional development	E	A	
OTHER REQUIREMENTS		E/D	A	I
	Able to work evenings and work at weekends occasionally when required	E	A	I
	Must have working knowledge of safeguarding children & adults, confidentiality and data protection and equality and diversity policy and procedures and comply with IMECE Women's Centre's policies and procedures at all times.	E	A	I