



LATIN AMERICAN WOMEN'S AID – LAWA JOB DESCRIPTION

Thanks to the support of City Bridge Trust, LAWA is implementing the *Project From fear to freedom: expand the support for Latin American, BME and LGBTQ women & their children to overcome traumatic gender/domestic violence, forced prostitution & human trafficking experiences, and thrive.*

As part of this initiative, we are recruiting a LGBTQ adviser and outreach worker.

Position	LBTQ adviser and outreach worker
Responsible to	VAWG Service Manager
Job purpose	To provide a high-quality frontline service to victims of gender violence, domestic abuse, delivering a service to those at highest risk within the LGBTQ women community, and assist in developing our wider service to ensure that women of the LGBTQ community are reached, encouraged to access our services and supported effectively. To work within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse.
Salary	Gross salary £15,035 3% pension £465 Total salary £15,500
Dedication time	14 hours
In light of the nature of work and focus of LAWA, the organisation considers the candidate's race and gender, to be an occupational requirement in accordance with Parag 1, Schedule 9, of the Equality Act 2010.	

Main Duties and Responsibilities

- Identify and assess the risks and needs of LGBTQ domestic abuse victims using an evidence-based risk identification checklist.
- Focus on and prioritise LGBTQ high risk cases and provide a pro-active, short to medium term crisis intervention service through individual safety planning and personal support.
- Work with LGBTQ high risk victims of domestic abuse to help them access services to keep them and their children safe.
- Advocate for LGBTQ high risk victims with agencies who can help to address the domestic abuse by:
 - Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
 - Providing advocacy, emotional and practical support and information to victims including in relation to legal options, housing, health and finance.

- Working directly with all key agency partners to address the safety of high risk victims and ensuring that their safety plans are coordinated particularly through the MARAC.
- Manage a case load ensuring each client receives the appropriate service individual to their needs.
- Support the empowerment of the LGBTQ client and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.
- Understand multi-agency partnership structures and work within a multi-agency setting which will include participation at the MARAC. You will contribute interventions and help design a plan to protect victims and any children, while maintaining an independent role on behalf of your client, keeping their safety as central to any response.
- Comply with LAWA's data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
- Support LAWA's colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of domestic abuse and take a lead in raising awareness about the needs of the LGBTQI community and how these can most effectively be addressed.
- Carry on outreach activities for the LGBTQ women within key spaces such as local councils, community centres, and others.
- Take a lead on LGBTQ issues and contribute to the development of organisational plans and strategies to ensure that the needs of these groups are reflected in current and future activities, plans and communications
- Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.
- Remain up-to-date and compliant with all LAWA's organisational procedures policies and professional codes of conduct and uphold standards of best practice.

Group work

- Attend housekeeping and staff/team meetings of LAWA
- Leadership to link related work to the wider scope of work at LAWA.
- Sharing office duties such as answering the telephone and manage referrals
- Self-manage your workload administration e.g. typing, photocopying etc.

Administrative systems & Reporting

- Keeping abreast of changes in welfare legislation, homelessness and immigration legislation
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.

Other duties

- To attend management committee and any sub-committee meeting as and when required.
- To attend any meetings or training either internal or external as requested by the line manager and to attend regular supervision sessions.

- To keep up to date with literature on domestic violence as well as the effects of domestic violence e.g. through reading and training events.
- To attend the A.G.M. and contribute to the Annual Report
- To record appointments and meetings in the shared office diary on a regular basis.
- To attend supervision and appraisal meetings with the Line manager
- To participate in the induction program given to new staff and voluntary workers as delegated by the Manager
- To identify and attend relevant training as necessary.
- Any reasonable duties which may be required in pursuance of LAWA's objectives

Person specification

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
CLIENT WORK	
In-depth understanding of gender based violence within the LGBTQ community, and its complex dynamics as well as the practical, emotional and economic issues which women who are experiencing it face.	Essential
Experience of developing and delivering training to support LGBTQ work with young people	Essential
Have a good understanding of domestic abuse and the particular issues faced by victims/survivors in the LGBTQ community	Essential
Experience and knowledge of issues facing Latin American and other BME Spanish and Portuguese women experiencing gender violence	Essential
Experience and awareness of issues facing the Latin American Community and other Black & Ethnic Minorities in England.	Desirable
Experience and proven skills of advising women about: <ul style="list-style-type: none"> ▪ their personal safety and risk management ▪ the UK welfare system, ▪ UK housing legislation, ▪ legal remedies for domestic violence situations, ▪ options for child support, ▪ skills development opportunities, ▪ community integration ▪ referral options to external services such as specialist legal advisors, counselling services and other comprehensive support services 	Desirable
Experience of providing women with emotional support.	Essential
Ability to emphasize with clients whilst keeping clear professional boundaries at all times.	Essential
Ability to be assertive when interacting with external agencies or difficult clients.	Essential
Ability to manage crisis situations calmly and professionally, including making rapid assessment of needs.	Essential
An awareness of national policies that relate to gender violence, housing and support services.	Desirable

Basic knowledge on Child Protection measures.	Essential
Ability to fluently communicate with clients and external agencies in English & Spanish (verbal and written form)	Essential
Ability to fluently communicate with clients and external agencies in Portuguese (verbal and written form)	Desirable
GENERAL	
Ability to work on own initiative and demonstrate initiative on a daily basis.	Essential
Excellent time management skills and ability to multi-task on a daily basis.	Essential
Ability to assess work, provide feedback and follow-up tasks as assigned and making consistent and satisfactory progress towards established goals.	Essential
Ability to work under pressure, handle a complex and fluctuating workload and prioritise key tasks.	Essential
Excellent verbal and written communication skills, able to relate to diverse audiences and communicate complex information.	Essential
Ability to liaise and network with legal professionals, frontline providers and other voluntary and statutory agencies, to promote LAWA's projects and ensure their sustainability.	Essential
Ability to work as part of a team ensuring the provision of a high quality service.	Essential
Knowledge and commitment to equal opportunities and an awareness of their impact on service delivery.	Essential
Day to day office management experience.	Desirable
Ability to maintain own administrative records.	Essential
Good working knowledge of basic computer software such as Microsoft Word, Excel and Outlook.	Essential
Knowledge of working in the voluntary sector.	Desirable
Willingness to continue training and personal development.	Essential

Flexibility Clause: From time to time the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties which are not significantly out with the scope and the nature of the role.

LAWA aims to be an Equal Opportunities employer. **This posts is open to Latin American or any other minoritised LGBTQ women only and are exempt under the Quality Act 2010. No agencies**

Please note that we can't provide any visa sponsorship.

To apply to this post please send your CV and a letter expressing why you want to join LAWA, to recruitment@lawadv.org.uk. Please, indicate in the subject of the email to which post you are applying for. Deadline: 8 of March 2019