



LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

Position	Children & Young people – Empowerment worker
Responsible to line manager	Refuge Coordinator/Director
Salary/Contract	NJC Scale SCP 32 £25,700 pro rata per annum including Fixed term contract
Hours	37.5 hours a week
Job purpose	<p>Work closely with children & young people and mothers affected by domestic violence (DV) providing them with practical and emotional support at the refuge. Assist mothers to meet the needs and aspirations of their children, contribute to the improvement of the mental health and wellbeing of children who require therapeutic interventions due to the emotional damage caused by the traumatic experiences of abuse and separation.</p> <p>Help mothers and children to rebuild their relationship and address any emotional or behavioural issues influencing behaviours to achieve positive outcomes.</p>
Language required	English, Spanish (Essential) and Portuguese (Desirable)
Requirements	<p>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.</p> <p>This post is only open for women.</p>
Starting	1 st November, 2018

MAIN DUTIES AND RESPONSIBILITIES

- To assess each child at their arrival at the refuge, draw up an action plan, to be followed up in regular key working sessions with mother/children in accordance with LAWA's Individual Support Planning Policy & Procedure and Common Assessment Framework, CAF.
- Carry out regular key working meetings and reviews of action plans and maintain records of these meetings in their files.
- Making referrals to social services when a child is at risk of harm and provide and arrange practical assistance for children and their mothers, where necessary, including advocacy and liaison with other agencies on issues such as child protection, child contact, health, educational needs, e.g. schools and youth services, educational,

welfare and voluntary agencies and Social Services and gathering and making accessible information about local agencies. Including making referrals to family solicitors and accompanying mothers to family court when needed.

- To participate in the on call rota to ensure effective out of hours coverage of the service.
- Identify the degree of exposure to domestic violence and each family member's specific requirements to overcome their traumatic experiences, and assess and improve parenting skills
- Consult and involve the family in the planning and development of their service and ensure that they are as fully involved as possible in key decisions,
- Support mothers in coping with their children's anxiety and behaviour after separation and loss. Encourage mothers to take responsibility for meeting their children's needs and contribute to their socio-emotional, intellectual and physical development,
- Providing emotional support to mothers and assisting them in coping with their children's behaviour following contact with their fathers (children sometimes display disruptive behaviour under such circumstances),
- Encourage mother's participation in "Parenting Skills" courses provided by LAWA or children's social services, and promoting the sharing of feelings between family members and thus breaking the sense of isolation, which will enable them to work through past hurtful experiences,
- Improve children's integration into a different socio-cultural setting without compromising their own cultural background, values, mother tongue and identity.
- To ensure all monitoring forms are completed and service user statistics are regularly recorded and updated.
- Develop links with local community services and build close working relationships with both schools and children's centres.
- Responsible for inducting mothers and children on the service provision of the service.
- Periodically ensure all children understand the importance of house security measures. Generally discuss security issues with children and reassure children that they are living in secure accommodation.
- Design weekly creative and meaningful activities for the children according to their age and organise and display a weekly timetable with the activities to inform mothers/children.
- Design creative tools to collect feedback for participants especially children
- To monitor children development through observation during play times to meet their action plan.
- To maintain the playroom in a safe state and available for use and ensure there is sufficient and adequate play equipment. Providing anti-racist, anti-sexist, non-competitive, non-belllic material.
- To encourage the children' understanding of the House Rules. To partake or facilitate children's Meetings. To be involved in the reviewing of their house rules and day-to-day decisions that affects the running of the house in relation to the children. To encourage children to live together amicably, dealing with minor problems and differences and referring more serious matters to the Director
- Organise group outings during holiday periods encouraging mothers to take an active part.

- To involve children and young people in the consultation of the development of the project and explore creative ways of facilitating their involvement.
- Facilitate a monthly visit from the Health Visitor with each mother with children under 5 years old.
- To provide overall case work for drop-in families or any new clients refer to LAWA
- To provide appropriate empathic support, assistance and guidance to mothers and their children, to contribute to their personal development enabling them to become independent assertive beings and aware of risks of re-incidences of domestic violence.
- To assess mothers' parenting needs and in response organise workshops on parenting skills and related subjects.
- To maintain professional standards at all times, particularly with reference to LAWA's Child Protection Policy, Code of Conduct, Complaints, Equal Opportunities and Confidentiality procedures.
- To undertake such duties as required, commensurate with the overall responsibility of the post, including providing cover for other workers when necessary.
- To carry out and support funding initiatives of fundraising for Children's activities every year. Including looking and apply for grants available
- She will liaise with other professionals /attend meeting with outside agencies relevant to children's matters.
- To ensure that any issues in relation to Child Protection matters are brought to the immediate attention of manager.
- To work within the confines of confidentiality and ensure that professional boundaries are always maintained when working with residents, staff and external bodies and to work within LAWA's Code of Conduct. To ensure that security of sensitive information is maintained.
- Arrange regular mothers support group meetings
- Update "Refuges Online" daily
- To provide resettlement and support to the children & mothers who are about to leave the refuge onto other accommodation on a limited time basis. To assist mothers to transfer children's services in their new area.
- Ensure that mothers fill in the Exit Questionnaire when they leave.
- Develop links with, and utilise the resources of, community based services,
- Participate in Child Protection Conferences, Planning and Review meetings, as required,
- Create and maintain effective links with external agencies, both statutory and voluntary as appropriate and assist mothers to access these services.

Monitoring & Evaluation

- To regularly monitor adequate progress towards the outcomes of the projects, responsible for and report any issues or inadequate progress to the Director at the earliest opportunity.
- To plan an annual 'user consultation time-schedule' encompassing quarterly formal user consultations and ensure informal user consultations are carried out on a regular basis after casework interventions

- Monitor project budgets and expenditure and assist in preparing estimates for budgeted activities
- Implementation M&E tools for data collection through Lamplight database. Verification, and management and reporting as well as data audits.
- Responsible for organisation reports and funders report of projects of the advice centre, projects include measurable indicators of outputs, outcomes and impact
- Contribute to outcome- and evidence-based strategic decision-making at LAWA and promote a culture of evidence-based learning and adaptation

HEALTH AND SAFETY

- Report and record any incident, accident or near miss which endanger the lives of residents and staff.
- To adhere to LAWA's Health and Safety, lone working policy assisting the nominated representative worker in regular safety checks and risk assessments with regards to children's health and safety.
- To ensure the maintenance of the house, reporting and recording any necessary repairs in conjunction with other members of staff.
- Responsible for encouraging women to participate in the weekly and monthly cleaning rota.
- To carry out weekly fire and health and safety checks in accordance with Refuge's policies and procedures.

OTHER DUTIES

- To provide regular updates to the manager with information on progress towards all project outcomes in time.
- To attend monthly supervision meeting with the manager and non-managerial supervision sessions as required.
- To provide a short written overview over complex cases or any other issues during her supervision session.
- To draft and submit the sections relevant to the project-part for the End of Year Report.
- To be involved in the production of LAWA's annual report.
- To represent LAWA at meetings, seminars and conferences as directed.
- To attend trainings in order to develop skills and increase knowledge and understanding on issues facing children affected by domestic violence.
- To attend all staff and any other meetings as required by the management.
- Work flexible hours as necessary to meet any assessed need. For time-in-lieu please refer to the correspondent policy.
- To participate in the induction program given to new staff and voluntary workers as delegated by the Director.
- Any reasonable duties which may be required in pursuance of LAWA's objectives

GENERAL

All staff at Latin American Women's Aid must:

- Work at all times with the best interest of LAWA in mind.
- Ensure that any action or comments made on behalf of or representing LAWA will not cause the organisation's name to be sullied or assist in bringing the organisation's name into disrepute.
- Ensure that the work undertaken within this projects is in accordance with LAWA's Equal Opportunities Policy.
- Work within the policies and procedure framework of LAWA.

FLEXIBILITY CLAUSE

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post. The aim hereby is to improve the quality of service for Latin American women and all matters relating to their well-being.

CONDITIONS

All posts at LAWA are subject to the availability of funding. This post is offered for a fixed term period. Additionally, this post is subject to a probationary period of six months which can be extended for an additional three month term at the discretion of the Management. Upon successful completion of the probationary period, a fixed term contract will be awarded.

PERSON SPECIFICATION

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
CLIENT WORK	
In-depth understanding of gender based violence and its complex dynamics as well as the practical, emotional and economic issues which women who are experiencing it face.	Essential
Experience and knowledge of issues facing Latin American and other BAMER Spanish and Portuguese women experiencing domestic violence and abuse.	Essential
Experience and awareness of issues facing the Latin American Community and other Black & Ethnic Minorities in England.	Essential
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	Essential

➤ referral options to external services such as specialist legal advisors, counselling services and other comprehensive support services	
Experience of providing women with emotional support.	Essential
Ability to emphasise 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 assessments	Essential
An awareness of national policies that relate to gender violence, housing legislation and domestic violence support services.	Essential
Knowledge on Child Protection measures and their implementation.	Essential
Ability to fluently communicate with clients and external agencies in Spanish and English (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
Ability to ensure that LAWA's Equal Opportunity Policy is implemented in all aspects of its work.	Essential
Day to day office management experience.	Essential
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.	Essential
Willingness to continue training and personal development.	Essential
Ability and willingness to undertake occasional evening and weekend work.	Desirable

If you are interested in this post, please send your CV and letter of interest via email

to: recruitment@lawadv.org.uk

In the subject of the email, indicate the post you are applying for.

In the Get involved, Jobs section at the website (<http://lawadv.org.uk/en/get-involved/>) you will find the ***EQUAL OPPORTUNITIES MONITORING FORM***. Please download it, complete it and attach it to your application.