



LATIN AMERICAN WOMEN'S AID – LAWA JOB DESCRIPTION

Position	Children and Young People (CYP) emotional and wellbeing worker
Responsible to	Refuge Manager
Job purpose	<p>Provide high quality emotional and wellbeing support to children and young people survivors of Domestic Violence and their mothers within LAWA' refuges.</p> <p>The job is NOT to provide counselling, as the job entitle practical support & advocacy for children, however, we are expecting someone compassionate, with well-developed therapeutic skills, good listener and have superior speaking skills to be able to put herself in the shoes of the child in order to effectively explore childhood feelings, and work towards building resilience and support C&YP in their journey to overcome their traumatic experiences.</p>
Salary	£25.000 full time equivalent (£15.000 pro rata)
Language requirement	English and Latin American Spanish and/or Portuguese
Hours per week	22.5 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.

These posts are open to **Latin American women only** and are exempt under section 7(ii) (d) and (e) of the Sex Discrimination Act 1975.

At the end of the document you can find the information on how to apply.

Main Duties and Responsibilities

- To carry out key work/group sessions on a weekly basis and keep casework records up-to-date in accordance with Refuge's requirements.
- To conduct assessments with children and families in order to develop tailored individual support plans for children and moms (action plan and review of the action plan). To build a solid relationship of trust - where you are able to speak openly and feel truly heard.

- To provide one to one sessions with children & mums, groups sessions with other children in the refuge.
- To support women to rebuild their confidence as mums, and provide positive discipline and healthy boundaries to their children.
- To develop action plans based on the ability to relate with children on their own level by familiarizing and staying current with the particular aspects of the world they encounter. Create a warm and inviting environment from which you offer a calm and collected presence; a presence which has been freed from personal childhood issues and therefore feels safe and encouraging.
- To provide emotional and wellbeing support to children and mothers (within the family dynamics).
- To report any problems/difficulties/complaints to the line manager as soon as possible.
- To refer women to specialist agencies where appropriate as part of their support plan. Liaise, arrange appointments in relation to the woman's case until she is able to do this herself and/or the issue has been resolved, and accompany them to appointments if appropriate.
- To communicate immediately with the line manager any breaches of security, house rules or licence agreements especially where there is concern about safety.
- To ensure that all women and children are able to access a quality service in accordance with Refuge's equal opportunities policy. To bring any problems in accessing the service to the attention of the manager.
- To ensure that any issues in relation to Child Protection matters are brought to the immediate attention of the line manager, or if unavailable another project manager.
- To control access to the refuge when on duty and remind residents to keep building secure when staff are not present. To check daily and ensure efficient working of any entry phone system and effective operation of any security television systems.
- 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 Refuge's Code of Conduct. To ensure that security of sensitive information is maintained.
- To work within and implement all Refuge's policies and procedures, especially those on Individual Support, User Involvement, Health and Safety, Equal Opportunities, Confidentiality and Security.
- To participate in the on call rota to ensure effective out of hour's coverage of the service.
- Handling with complaints from residents, following LAWA's complaints policy and procedure, and inform manager immediately.
- To take and assess referrals in accordance with LAWA's policies and procedure
- To discuss referrals with the line manager when necessary and especially during the probationary period.

Administrative systems

- To apply and follow up Housing benefit claims and liaise with line manager
- To undertake petty cash and rent payments responsibilities as required by the line manager.
- To ensure that rent payments are collected promptly, properly receipted and secured in the safe.
- To update information on the residents' notice board.
- Responsible for the administration of the welfare fund and the petty cash in accordance with the financial procedure.

Other duties

- To attend refuge staff meetings and staff meetings 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.
- Any reasonable duties which may be required in pursuance of LAWA's objectives

Person Specification

To be successful on this role you must:

- Have a psychologist academic background.
- Have experience and knowledge of the trauma therapy approach in children
- Have experience working with survivors of gender violence (Desirable)
- Being familiarised with the particular needs of the minoritised communities in the UK.
- Being able to work independently, flexible and have a proactive attitude.
- Being aware that children's mothers are themselves survivors of traumatizing experiences and in that sense their involvement in the therapeutic process of their children might be difficult, complex, and require an approach that takes into account their situation as well.
- Being aware that children and their mothers live in a refuge, with the complexities this implies.
- Being able to work as a part of a team in close relation with the Counselling Service Coordinator, The refuge and LAWA's advice centre as well as external agencies (social services, CAMHS, etc.

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: 21st of August 2020

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

Due to covid19, interviews will be held online.

LAWA reserves the right to close the vacancy earlier if the right candidate is appointed.