



# LATIN AMERICAN WOMEN'S AID - LAWA

## JOB DESCRIPTION

<b>Position</b>	<b>VAWG Adviser and Outreach worker</b>
<b>Responsible to</b>	VAWG Service Manager
<b>Responsible for</b>	One volunteer
<b>Salary</b>	£24,500 full time equivalent to 35 hours/week
<b>Benefits</b>	<p>20 days of annual leave plus 8 bank holidays</p> <p>2 weeks of customary leave in December</p> <p>Availability of flexible working hours upon agreement</p> <p><a href="#">A Perkbox account</a> – giving you instant 24/7 access to more than 250 perks, including free drinks, cinema tickets, shopping discounts, online GP appointments, fitness classes, learning courses and much more.</p>
<b>Dedication time</b>	21 hours/week
<b>Location</b>	LAWA's Offices in Hackney, London

### Job Purpose

Latin American Women's Aid is a community-based women organisation supporting Latin American and other Black and Minoritised women and children survivors of different forms of gender-based violence, mainly Domestic Violence. This role will be part of our Violence against Women and Girls (VAWG) Advice Centre.

The role will provide a high-quality frontline service to Latin American and other Black and Minoritised survivors of different forms of VAWG delivering a service to those at highest risk within the community. Additionally will outreach and assist in developing our wider service to ensure that women are reached, encouraged to access our services and supported effectively.

### Main Duties and Responsibilities

- Identify and assess the risks and needs of Latin American and other Black and Minoritised women VAWG survivors using an evidence-based risk identification checklist.
- Work with BME women VAWG high-risk survivors to help them access services to keep them and their children safe.
- Provide a pro-active, short to medium-term crisis intervention service through individual safety planning and personal support.
- Advocate for high-risk victims with agencies who can help to address VAWG.
- Manage a caseload ensuring each client receives the appropriate service individual to their needs.

- Support the empowerment of all service users and assist them in recognising the features and dynamics of VAWG, especially domestic abuse present in their situation, and help them regain control of their lives.
- Navigate through 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.
- Provide general support to Latin American and other Black and Minoritised women through weekly drop-in sessions.
- 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 survivors of VAWG, mainly domestic violence.
- Carry on outreach activities for Latin American and other Black and Minoritised women within key spaces such as local councils, community centres, and others.
- 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 staff/team meetings.
- Sharing office duties such as answering the telephone and manage referrals.
- Self-manage your workload administration e.g. typing, photocopying etc.
- Follow cleaning procedures within the office space.

### **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 any meetings or training either internal or external as requested by the line manager and to attend regular supervision sessions.
- Contribute to donor reporting.
- To attend the A.G.M.
- 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.
- Any reasonable duties, which may be required in pursuance of LAWA's objectives and the role.

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.

### Person specification

<b>REQUIRED EXPERIENCE AND KNOWLEDGE</b>	<b>IMPORTANCE</b>
<b>CLIENT WORK</b>	
Understanding of Violence Against Women and Girls (VAWG) and its complex dynamics as well as the practical, emotional and economic issues, which women who are experiencing it face.	<b>Essential</b>
Experience and knowledge of issues facing Latin American and other BME women experiencing VAWG.	<b>Essential</b>
Experience and proven skills of advising women about: <ul style="list-style-type: none"> <li>▪ their personal safety and risk management</li> <li>▪ the UK welfare system,</li> <li>▪ UK housing legislation,</li> <li>▪ legal remedies for domestic violence situations,</li> <li>▪ options for child support,</li> <li>▪ skills development opportunities,</li> <li>▪ community integration</li> <li>▪ referral options to external services such as specialist legal advisors, counselling services and other comprehensive support services</li> </ul>	<b>Desirable</b>
Experience of providing women with emotional support.	<b>Desirable</b>
Ability to emphasize with clients whilst keeping clear professional boundaries at all times.	<b>Essential</b>
Ability to be assertive when interacting with external agencies or difficult clients.	<b>Essential</b>
Ability to manage crises calmly and professionally, including making rapid assessment of needs.	<b>Desirable</b>
An awareness of national policies that relate to VAWG, housing and support services.	<b>Desirable</b>
Ability to fluently communicate with clients and external agencies in English & Portuguese (verbal and written form).	<b>Essential</b>
Ability to fluently communicate with clients and external agencies in Spanish.	<b>Desirable</b>
<b>GENERAL</b>	
Ability to work on own initiative and demonstrate initiative on a daily basis.	<b>Essential</b>
Excellent time management skills and ability to multi-task on a daily basis.	<b>Essential</b>
Ability to work under pressure, handle a complex and fluctuating workload and prioritise key tasks.	<b>Essential</b>

Excellent verbal and written communication skills, able to relate to diverse audiences and communicate complex information.	<b>Essential</b>
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.	<b>Desirable</b>
Good working knowledge of basic computer software such as Microsoft Word, Excel and Outlook.	<b>Essential</b>
Willingness to continue training and personal development.	<b>Essential</b>

LAWA aims to be an Equal Opportunities employer. 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.

This post is open **only** to Latin American and other Black and Ethnic Minoritised Women.

**Please note that we are not able to sponsor any work permit or visa. No agencies.**

To apply please send your CV and a cover letter to [recruitment@lawadv.org.uk](mailto:recruitment@lawadv.org.uk).

**In the email subject, please indicate the post you are applying to.**

**Deadline: 6<sup>th</sup> August 2021 – We reserve the right to close earlier if the right candidate is appointed.** We encourage early applications.