



LATIN AMERICAN WOMEN'S AID - LAWA PLACEMENT DESCRIPTION

Position	VAWG Support Worker Intern – Spanish speaker
Line Manager	VAWG Advice Centre Senior Coordinator
Benefits	38 days holidays (pro rata) that includes 25 annual leave, your birthday, bank holidays, and the time between Christmas and New Year's. Availability of flexible working hours upon agreement
Salary	£25,325 equivalent of a full-time job of 35 hours 6 months fixed-term contract
Time dedication	21 hours/week
Location	LAWA's Main Office in Hackney, London

About LAWA

LAWA is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1988. We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and in Europe, and we run a VAWG Advice Centre to provide support and advocacy for Black and Ethnic Minoritised¹ survivors.

We offer community wellbeing services such as Counselling, the Change Maker and Chavitas Change Maker programs -spaces for Latin American women and girls to share their experiences as migrants-, and the Growing Together project -an initiative to reduce isolation/risk of being isolated among elderly Latin American women-, and we do advocacy on the housing issue for BME VAWG survivors.

Job Purpose

This is an exciting opportunity to develop skills and provide a high-quality frontline service to Latin American and other Black and Minoritised survivors experiencing various forms of VAWG (Violence Against Women and Girls), delivering service for those at the highest risk within the community. The caseload will be from both the Refuges and the Advice Centre, depending on demand from each service.

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 casework 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 tailored 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.
- Adhere to Data Protection legislation, confidentiality, and information practices in accordance with LAWA's policies, procedures, and all relevant legislation related to your role.
- Support LAWA's colleagues and partner agencies through awareness raising and institutional advocacy to ensure the provision of the best possible service for survivors of VAWG, with a primary focus on domestic violence.
- Demonstrate respect for and appreciation of the diversity within the community served by the organisation, recognising the unique needs and concerns of a diverse range of survivors, and ensuring that the services provided are accessible to all.
- Stay up-to-day and fully compliant with all of LAWA's organisational procedures, policies, and professional codes of conduct, while upholding the highest standards of best practice.

Group work

- Attend staff and team meetings.
- Sharing office duties such as answering the telephone and manage referrals.
- Independently manage your workload, which may include tasks such as typing, photocopying, and other related responsibilities.

Administrative systems & Reporting

- Staying updated on changes in welfare legislation, homelessness, and immigration laws.
- Maintain accurate and confidential case management records and databases while also contributing to the monitoring of information for the service.

- Use organisational software, appropriate drivers, and platforms for administrative and work-related processes.

Learning and capacity building

- Participate in the induction program provided to new staff.
- Attend trainings and other relevant learning opportunities within the organisation, and actively share and lead capacity-building opportunities for peers, line managers, volunteers, etc., arising from these trainings.
- Engage in project and monitoring activities as requested by the line manager.

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

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
CLIENT WORK	
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.	Desirable
Experience and knowledge of issues facing Latin American and other BME women experiencing VAWG.	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 	Desirable

<ul style="list-style-type: none"> referral options to external services such as specialist legal advisors, counselling services and other comprehensive support services 	
Experience of providing women with emotional support.	Desirable
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 crises calmly and professionally, including making rapid assessment of needs.	Essential
An awareness of national policies that relate to VAWG, housing and support services.	Desirable
Proficiency in English	Essential
Latin American Spanish as mother tongue	Essential
GENERAL	
Demonstrate proactive initiative and the ability to work independently on a daily basis.	Essential
Excellent time management skills and ability to multi-task on a daily basis.	Essential
Ability to work under pressure, manage a complex and fluctuating workload, and prioritise critical tasks effectively.	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.	Desirable
Strong working knowledge of fundamental computer software, including Microsoft Word, Excel, and Outlook.	Essential
Demonstrate a strong commitment to continuous training and personal development.	Essential

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. We encourage applications from Black Latin American women as well as LGBTQ+ 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. In the email subject, please indicate the post you are applying to. Deadline: 14th April 2024 – We reserve the right to close earlier if the right candidate is appointed.