

Edinburgh Women's Aid

Job Description

Job Title:	Women's Support Worker (Polish Speaking)
Responsible To:	Operational Manager (Women's Service)
Salary:	£10,414.40 (14 hours per week) SP 27
Hours:	14 Hours per Week (12 Month Contract)
Holiday Entitlement:	25 Days Annual Leave Plus 10 Public Holidays Pro Rata

Job Purpose

To provide a safe, professional and supportive service for women who have experienced or are at risk of domestic abuse. This role will function predominantly as a city wide outreach support role but the postholder may be required to support women across any of our services including Refuge accommodation.

Main Duties

- Assessing, with a woman, her support and safety requirements and developing with her a support package which is tailored to her risks and needs.
- Providing practical and emotional support in an empowering way as part of a planned input to support women to recover from domestic abuse.
- Creating a safe environment for women and any accompanying children who use EWA services
- Responding appropriately and empathically to women who are emotional or in a distressed state.
- Accurately and appropriately advising women of their welfare rights, legal rights, housing options, benefits and child support options.
- Assisting women with necessary paperwork for application for housing benefits and other services to enable women to make informed choices and decisions.
- Providing advocacy support in respect of the above options if required or requested.
- Utilising an inter-agency approach to working with women
- Acting within organisational policies and procedures
- To ensure that all necessary paperwork relating to EWA accommodation is completed
- To familiarise women and any accompanying children with the appropriate EWA environment, regulations, expectations and safety procedures.
- To ensure current residents are aware of new placements and to introduce them to each other.
- To receive and act upon referrals to provide support in the community to women who are leaving refuge, temporary accommodation or who live in their own homes.
- To build relationships with partner agencies areas where the women reside to develop their support systems.
- Where appropriate provide local assessment for admission to refuge or to assist in finding suitable accommodation.

Other tasks:

- To assess women for refuge accommodation and carry out admissions as appropriate.

- To ensure all necessary documentation is completed prior to admission
- To ensure women and any accompanying children have essential provisions for going into refuge.
- To work to the SSSC code of practice for support workers and national standards for care – housing support services
- Ensure EWA policies and health and safety procedures are followed
- Maintain clear, comprehensive records and reporting for service delivery, funder requirements and monitoring and evaluation purposes.
- Actively participate in personal and team development including attending support and supervision, team meetings, training and appraisals.
- Provide information and advice to other professionals, agencies, and individuals on domestic abuse and EWA services to increase referrals.
- To lead and facilitate social/group opportunities for women who are using EWA services.

PERSON SPECIFICATION

<i>Essential requirements</i>
<ul style="list-style-type: none"> • Must be fluent in spoken and written Polish and English • Qualified to SVQ Social Services and Healthcare at SCQF Level 6 or other relevant qualification to register as a housing support worker with the SSSC • An understanding of domestic abuse and the effects of abuse on women and children • Ability to work within the values and ethos of a feminist understanding of domestic abuse • Experience of providing person centred, empathic and empowering support to vulnerable women • Ability to maintain work records and to keep appropriate monitoring and evaluation records to a high standard. • A high standard of verbal and written communication • Computer literate • Ability to manage a caseload and work on own initiative in a busy environment • Non-judgemental and anti-discriminatory approach • Understanding of child protection and adult support and protection procedures • Understanding of the SSSC code of practice and National Care Standards
<i>Desirable requirements</i>
<ul style="list-style-type: none"> • Knowledge of current welfare right, housing, benefits and EU immigration issues • Experience of working with domestic abuse • Full clean current driver's licence

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community. Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010