

## JOB DESCRIPTION

### Job purpose

The purpose of the post is to provide women's support services for Fife Women's Aid which provides services to women, children and young people who have experienced domestic abuse. Contribute as a team member to meeting the aims and objectives of Fife Women's Aid.

### Reporting to

Team Senior

### Key activities

1. To undertake assessment, risk assessment, support planning, review and evaluation with women who have experienced domestic abuse.
2. To act as key worker assisting women through relevant individual support issues using a trauma-informed and person-centred approach, providing one-to one basis, and/or group support.
3. To provide women with assistance regarding benefits and practical housing issues, safety planning and emotional support.
4. To liaise on behalf of women with external agencies. Help develop positive working relationships with key partner agencies and stakeholders.
5. To participate in women's support duty cover as required.
6. To actively participate in the general day to day running of the refuges, working in conjunction with the Housing Management Team to comply with policies and procedures in health, hygiene and safety in refuge accommodation and all FWA property. Work directly with women to ensure compliance with policies and procedures in health, hygiene and safety in refuge accommodation and all FWA property. Encourage women to clean and maintain accommodation and adhere to refuge rules.
7. To work collaboratively with others to provide an integrated and effective service for women and families.
8. To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.
9. To work within FWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.

10. To participate in service user involvement activities as well as service planning and development.
11. To contribute to service and organisational objectives.
12. To promote equality and anti-discriminatory practice.
13. To show commitment to ongoing personal development.
14. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

## PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
At least SVQ Level III or equivalent level of qualification in health and social care or other relevant subject <b>OR</b> equivalent experience and willingness to work towards qualification, preferably with at least 2 years' experience working in an environment requiring similar knowledge and skills.	<b>E</b>	
This post holder must become registered by SSSC.	<b>E</b>	
Competencies	Essential	Desirable
Knowledge of domestic abuse		<b>D</b>
Knowledge of adult support and protection	<b>E</b>	
Understanding of trauma informed approaches	<b>E</b>	
Good listening skills, written and verbal communication ability and direct support skills	<b>E</b>	
Evidence of ability to support women with varying and complex needs	<b>E</b>	
Good organisational & IT skills appropriate to level and type of job	<b>E</b>	
Ability to prioritise, work on own initiative and within teams towards achieving objectives	<b>E</b>	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to work	<b>E</b>	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	<b>E</b>	
Able to work flexibly and to do occasional evening and weekend work	<b>E</b>	
Willingness to 'opt in' to on-call rota to support our 24 hour service		<b>D</b>
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	<b>E</b>	
Membership of PVG Scheme required	<b>E</b>	

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

**Organisational culture**

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community