



EDINBURGH WOMEN'S AID

Job Description

Job Title:	Facilities Worker
Hours:	21 hours per week
Salary:	£11,902.80 (£ 19,838.00 pro rata) Scottish Living Wage - £10.90 per hour
Responsible To:	Duty/Crisis Senior Worker
Contract:	Permanent contract (subject to funding)
Holiday Entitlement:	26 Days Annual Leave Plus 10 Public Holidays Pro Rata

This role is subject to Adult and Child PVG scheme membership.

Job Purpose

To provide safe, secure Refuge accommodation for women and any accompanying children who are at risk of domestic abuse.

Main duties

- To ensure the shared refuge accommodation is available, prepared, and ready for occupation.
- Organise transport from the Drop-In to refuge.
- Meet with the family at the refuge to welcome them in and provide information on the local community.
- Familiarise women and any accompanying children with the refuge environment, regulations, expectations and safety procedures.
- Provide an induction to new residents on the heating system, security of the premises and electrical equipment etc.
- To ensure current residents are aware of new placements and to introduce them to each other.
- To ensure the refuge building and gardens are maintained to a high standard and remain in good repair and decoration.

- To provide support and assistance to the Edinburgh Women’s Aid’s Duty/Crisis Assessment team to enable the best possible service to be provided to service users accessing accommodation.
- Carry out weekly checks of Refuges for Health & Safety purposes and ensure that they are properly maintained by service users.
- Report repairs to landlords, pass any difficulties to the Duty/Crisis Assessment team.
- Ensure all EWA properties are secure and have responsibility for allocating security keys.
- To organise repairs and maintenance tasks including painting and decorating.
- Ensure that immediately prior to a family vacating the accommodation the inventory is checked.
- Assist the family and their belongings to move out of refuge where appropriate.
- Assist with the maintenance of storerooms and goods therein. Ensure all necessary paperwork for the receipt/and/or issue of resources is completed.
- To provide general admin support to the Duty/Crisis Assessment team including photocopying, maintaining a ready supply of forms such as housing benefit, etc.
- Ensure all resources are replenished and accessible.
- Assist in the update of Welcome Packs for Refuge properties.
- Attend and participate at team meetings and training.
- Participate in regular support and supervision.
- In co-operation with the Senior, develop a personal skills and training development plan.
- There may be a requirement to work outwith normal working hours on occasions.

Essential requirements
<ul style="list-style-type: none"> • An understanding of domestic abuse and the effects of abuse on women and children. • To understand and work from the ethos of the feminist analysis of abuse. • Ability to listen to women in a non-judgemental way. • Good written and verbal communication skills. • Ability to work on own initiative and manage your caseload in a busy environment. • Keep appropriate records. • Computer literate. • Ability to work as part of a team. • A full driving licence.
Desirable requirements
<ul style="list-style-type: none"> • Experience of working with domestic abuse issues. • Experience of working in the voluntary sector

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