

JOB DESCRIPTION & PERSON SPECIFICATION

Post of: Asylum Seeker Housing (ASH) Caseworker
For CIS's Women and Asylum Seeker Housing (W-ASH) Project

Responsible to: W-ASH Project Co-ordinator

Contract: Part-time, 14 hours per week
Temporary, 6 months (negotiable)

Salary: £10,060 per annum for 14 hours per week (£25,150 pro rata)

Place of work: CIS office, Albany Centre, 44 Ashley Street, Glasgow G3 6DS and from home by arrangement and as Scottish Government guidelines

Days of work: Flexible over Monday to Friday, 8am to 6pm.
Occasional out of hours working as required

Annual leave: 8 days (inc bank holidays) over 6 months

Pension: 5% contribution from employer

Aim of the post: to take forward casework and representation for asylum seekers requiring help with housing and other related issues; to signpost asylum seekers to other services in CIS and other organisations as required; to establish and maintain partnerships and referral pathways with relevant agencies; to maintain up-to-date casework records and provide data and input to reports for funders.

JOB DESCRIPTION

Main Tasks:

1. Managing the monitoring of the ASH phone and email address to pick up and deal with housing related casework, including reporting housing issues to Migrant Help.
2. Following through on cases and signposting asylum seekers to other support services in CIS (including escalating cases to the Specialist Caseworker, referrals to Wellbeing and Challenging Violence Against Women support services) as well as referrals to other organisations, as needed in each case.
3. Maintaining partnerships and referral pathways with relevant agencies.
4. Other related activity as may arise, in negotiation with postholder.

Office

1. Attending supervision and support meetings as agreed with the W-ASH Project Coordinator.
2. Attending W-ASH Team meetings as agreed with the W-ASH Project Coordinator.
3. Raising any issues of concern with the W-ASH Project Coordinator and staff team.
4. Contributing to Health & Safety Policy adherence.

5. Maintaining respect for equality and anti-discriminatory practices and safeguarding.

Other

1. Attending training as appropriate and feasible.
2. Undertaking any other task as may occasionally be required.
3. Supporting the ethos and aims and objectives of Community InfoSource at all times.

The W-ASH project is part of Community InfoSource
This post is a 6-month, part-time cover. Open to negotiating duration of post.

This work is funded by the Scottish Government's New Scots Refugee Integration fund, Agnes Hunter Trust and Baillie Gifford Foundation.

PERSON SPECIFICATION

ESSENTIAL

1. Experience working in cross cultural settings and/or in refugee and asylum issues
2. Experience providing casework support and advocacy for vulnerable communities
3. Experience of working with people who may not have fluent English and of working with interpreters
4. Good spoken and written English language skills
5. Commitment to ensure effective administration and a well-organised and functioning office environment
6. Experience of working in an office and in collaboration with others
7. An ability to use standard computer packages
8. Commitment to working collaboratively and positively with relevant agencies
9. The ability to work independently and use initiative to achieve objectives, consulting with relevant members as appropriate
10. Committed to maintaining confidentiality throughout
11. Commitment to an equalities, human rights, inclusive and person centred approach.

DESIRABLE

1. Lived experience of the asylum and immigration system
2. Awareness of issues faced by asylum seeking communities
3. Understanding of asylum seeker housing rights
4. Experience of maintaining casework records and data tracking systems
5. Lived experience of the issues faced by the CIS service user group
6. Ability to speak one or more of the first languages of the CIS service user group
7. An understanding of the voluntary sector in the UK