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| Organisation | Dumbarton District Women’s Aid |
| Salary | £27075 (pay award pending) |
| Salary Information | 25 days annual leave per year and 12 public holidays  Automatically enrolled in workplace pension scheme with DDWA contribution of 10% |
| Hours | 35 hours per week |
| Job Type | Women’s Support Worker |
| Closing Date | 31st May 2024 |
| Interview Date | TBC |
| Location | Based in Alexandria, working across West Dunbartonshire |

**Main Purpose:**

To provide a high-quality frontline service to victims of domestic abuse, delivering a service to those at highest risk. To work within a multi-agency framework response to domestic abuse.

Contribute as a team member to meeting the aims and objectives of Dumbarton District Women’s Aid.

**Reporting to:** Service Manager

**Key Activities:**

* To undertake assessment, risk assessment, support planning, safety planning, emotional support, review and evaluation with women who have been subjected to domestic abuse.
* To act as a key worker assisting women with individual support needs using a trauma-informed and person-centred approach, providing one-to-one support and group support.
* To respond appropriately and empathically to women who are emotional or in a distressed state.
* To assist women with necessary paperwork for application for housing benefits and other services such as housing, financial, health and legal options to enable women to make informed choices and decisions.
* To ensure that DDWA (including any related funder or registration required) records, administration and documentation are completed accurately.
* To provide advocacy support in respect of the above options if required or requested and promote self-efficacy.
* To work positively with other agencies to provide a holistic multi-agency response to women’s needs.
* Manage a case load ensuring each women receives the appropriate service individual to their needs.
* Support the empowerment of women and assist them in recognising the features and dynamics of domestic abuse present in their situation and support them regain control of their lives.
* Help maintain accurate and confidential case management records and contribute to monitoring information for the service.
* Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
* Support colleagues and partner agencies, through awareness raising and institutional advocacy, to provide the best possible service for service users.
* Respect and value the diversity of the community in which the services work in and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible for all.
* Remain up-to-date and compliant with all organisational procedures policies and SSSC codes of practice and Care Inspectorate Housing Support Standards to uphold best practice.

**Strategic Planning and Organisational Development**

* Contribute to the development and implantation of DDWA’s Development Plan, annual report and other corporate publications and documents.
* Contribute to the review of effectiveness and quality of service delivery.
* Facilitate stakeholders, in particular survivors of domestic abuse, to participate in the work of DDWA ensuring their authentic voices are enmeshed across service.
* Where required, contribute to the collation of statistics and other evidence necessary for strategic planning, fundraising and organisational development.

**Influencing and Networking**

* Represent the organisation externally including attending relevant events, networks, committees, working groups, fora, and other bodies as requested by the Manager.
* Work in partnership with Scottish Women’s Aid, the wider Women’s Aid network and other relevant partners, contributing to local and national campaigns that further the aims of Women’s Aid and challenging domestic abuse.
* Provide information and advice to other professionals, agencies, and individuals on domestic abuse and DDWA services to increase referrals.
* Contribute to the maintenance of a positive and supportive culture within Dumbarton District Women’s Aid.

**Other**

* Positively promote and implement the feminist analysis of domestic abuse.
* Attend training or other professional development activities as required to effectively perform the role Women’s Support Worker.
* Other reasonable duties, roles, training or other activities as and when required and agreed with line manager.
* To promote equality and anti-discriminatory practice.