

## JOB DESCRIPTION

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| <b>Job Title:</b>          | <b>EDDACS/Duty Support Worker</b>   |
| <b>Hours:</b>              | 35 hours per week   |
| <b>Duration:</b>           | Permanent contract (subject to funding)   |
| <b>Salary:</b>             | £29,558   |
| <b>Location:</b>           | 4 Cheyne St, Edinburgh, EH4 1JB   |
| <b>Responsible to:</b>     | EDDACS/Duty Team Leader   |
| <b>Peers:</b>              | Women's Support Workers, EDDACS workers, Complex Needs Service Senior, Children and Young People's Support Workers. |
| <b>Holiday Entitlement</b> | 26 days annual leave plus 10 public holidays pro rata   |

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

### **Job Purpose**

The role of the EDDACS/Duty support worker is to provide a confidential, safe and supportive frontline information service to women and agencies who contact EWA across our EDDACS (Edinburgh Domestic Abuse Court Service) and duty service. Support can be accessed through the crisis phone line and/or 'drop in' service and delivered within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse. Where safety issues are assessed, the worker will ensure the completion of the Risk Identification checklist and an individualised support and safety plan. Where appropriate the worker will assess women, and any accompanying children who are affected by domestic abuse, for refuge accommodation. This role is based at EWA offices 4 Cheyne St Edinburgh EH4 1JB.

### **Main Duties**

- To provide a professional and supportive service across the EDDACS and duty service, either through our drop-in service, by telephone or by contact with another person or organisation.
- Identify and assess the risks and needs of domestic abuse victims using an evidence-based risk identification checklist.
- To respond appropriately to women who are emotional or in a distressed state and provide an empathetic approach, assessing the situation and identifying the needs of both the women and any accompanying children to ensure the women's safety and to enable the women to make informed choices

- To ensure that women who are identified as high-risk of harm are prioritised for safety planning, MARAC referrals and actions, and joint working with partner agencies to reduce the risk of harm to them and their children at the earliest opportunity
- To provide information, support and referrals as detailed in the EDDACS procedures
- To advise and signpost women for information on their welfare rights, legal rights, housing options or Child Support procedures and, if appropriate, advocate for women with other agencies and professionals
- To assess women for refuge accommodation when required
- To adhere to recording, administration and documentation procedures and EWA policies
- To assist with the running of our service by being flexible in your approach to this post and carrying out other duties as requested by management that are consistent with this post
- Manage a case load ensuring each client receives the appropriate service individual to their needs.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.

### **Other Duties**

The post holder will be expected to fulfil certain responsibilities to ensure that EWA provides a professional and consistent service. You will be expected to:

- Ensure that EWA policies and health and safety procedures are adhered to in the office and ensure that any matters are raised with the relevant managers.
- Ensure all contacts and incidents are recorded daily, keep statistics as requested, and provide regular written reports for the Board on activities and statistics
- Ensure information and forms are passed to relevant members of staff
- Ensure information sources within the office are kept up to date
- Participate in regular evaluation to ensure the service continues to meet the needs of service users
- Attend and participate at team meetings and training
- Participate in regular support and supervision
- In co-operation with the EDDACS/Duty Team Leader develop a personal skills and training development plan
- Assist with the running of our service by being flexible in your approach to this post and carrying out other duties as requested by management that are consistent with this post.

**Please note- the above list is not exhaustive**

## Person Specification

| Essential   |
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| <ul style="list-style-type: none"> <li>• Recognised qualification (e.g., Social Work, Community Education, SVQ Level 3, IDAA/IDVA) or equivalent experience.</li> <li>• Experience of advocating for women in a domestic abuse related service or with other vulnerable clients</li> <li>• Clear understanding of the feminist analysis of domestic abuse and commitment to work within this ethos.</li> <li>• Have a theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children or willingness to learn quickly</li> <li>• Experience of and commitment to building and working in partnership with other agencies and stakeholder to ensure successful outcomes for women and children</li> <li>• Knowledge and understanding of the specific needs of high-risk victims of Domestic abuse and the role of the support worker in relation to high risk victims.</li> <li>• Understand the importance of managing expectations around the criminal justice system and help people to understand what justice looks like for them.</li> <li>• Knowledge and understanding of child protection regulation and the impact of domestic abuse on children</li> <li>• An ability to negotiate with and influence partnership colleagues to ensure effective delivery of project objectives and outcome</li> <li>• Good computer skills: competent in Word, Excel and Outlook; and good data collection and monitoring skills</li> <li>• Ability to communicate clearly and effectively in writing and orally</li> <li>• Ability to actively listen to others and to challenge others constructively</li> <li>• Ability to plan, prioritise own workload and work independently</li> </ul> |
| Desirable   |
| <ul style="list-style-type: none"> <li>• Knowledge, understanding the underlying issues causing domestic abuse.</li> <li>• Knowledge and understanding of Domestic Abuse related legislation.</li> </ul>  |

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community.

Company No: SC237521

Registered Charity No: SC028301