

## JOB DESCRIPTION

<b>Job Title:</b>	Group Worker – Women's Support Service
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### Job purpose

The purpose of the role is to create and facilitate a group work programme for women who have experienced domestic abuse, working to empower women by building their confidence, self-esteem and knowledge. The role is part of the Womens Support Service at FWA and will involve working towards the objectives of the team and organisation.

**Reporting to** Team Senior

### Main duties

1. To provide a trauma-informed and person-centred service to women within a group work setting (including both face-to-face and online settings).
2. To develop a group work programme in consultation with service users and FWA staff.
3. To facilitate and lead domestic abuse and recovery group work programmes for service users.
4. To advertise, promote and raise awareness of the group work to survivors and service providers, including planning and organising external events related to group work and activities.
5. To create, maintain and coordinate group materials and supplies, including refreshments and materials, maintaining a list of requirements.
6. To invite external speakers to the sessions to offer advice and information to women as appropriate.
7. To process, assess and co-ordinate all referrals for group work.
8. To support participants around travel arrangements and childcare (if required) by provision of advice and information to overcome barriers to participation.
9. To welcome all women to the group.
10. To encourage the active participation of women within a safe environment.
11. To be aware of group dynamics ensuring a non-judgemental environment for participants.
12. To manage group dynamics and challenge behaviour of participants who may dominate the conversation.
13. To follow up with women by phone when not attending a group on a regular basis.
14. To carry out reviews with women to monitor progress.
15. To carry out regular consultation with service users in line with continuous improvement, proactively identifying gaps in provision in order to develop groups that meet women's needs.
16. To adhere to FWA policies and procedures.
17. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up-to-date.
18. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.

19. To prepare reports for the management team and maintain data monitoring for the project.
20. To promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse.
21. To work within the policies, procedures and standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.
22. To maintain up-to-date knowledge on legislation, national policy and other developments affecting women who have experienced domestic abuse.
23. To provide cover for FWA 24 hour support line as required.
24. To contribute to service and organisational objectives.
25. To participate in service planning and development.
26. To promote equality and anti-discriminatory practice.
27. To show commitment to ongoing personal development.
28. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

## PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
SVQ Level III in Health and Social Care or equivalent qualification in a relevant subject (such as group work skills) OR equivalent experience and willingness to work towards qualification, preferably with at least 2 years' experience working in an environment requiring similar knowledge and skills.	E	
The post holder must become registered by SSSC.	E	
Competencies	Essential	Desirable
Knowledge of the impact of domestic abuse		D
Knowledge of child and adult protection	E	
Understanding of trauma informed approaches	E	
Good listening skills, written and verbal communication ability and group work skills	E	
Evidence of ability to deal with varying and complex needs		D
Good organisational & IT skills appropriate to level and type of job	E	
Ability to prioritise, work on own initiative and within a team to achieve objectives	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to practice	E	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do evening and weekend work when required	E	
Ability to cover 24 hour support line if required		D
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	E	
Membership of PVG Scheme required	E	

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