**Omagh Women’s Aid**

**Job Description**

|  |  |
| --- | --- |
| Job Title | **Children & Young Person’s Domestic Violence Worker**  **37 hours per week (A minimum of 30 hours per week will also be acceptable)**  **–** **including after school/evening work/on call duties** |
| Contract | 12 months (possibility of contract extension) |
| Location | Omagh Women’s Aid – Community & Refuge based |
| Reporting relationship | Manager |
| Renumeration | £23 050 (under review)  Additional retainer fee paid for on-call duty |
| Benefits | Pension, 25 days plus 12 public holidays & Birthday leave day |
| Practical requirements | The role will involve evening and weekend work and work on public holidays.  This post is subject to an enhanced ACCESS NI disclosure check. |
| Overall purpose | To deliver a range of support services to children and young people experiencing domestic abuse, both in the community and in the refuge setting.  The support will be tailored to the needs of each individual child/young person and will be age appropriate, trauma informed, and solution focused.  To provide guidance and support to mums on the needs of their children in relation to domestic abuse. |
| KEY RESPONSIBILITIES & DUTIES  Please note this list is intended for guidance on the detail of work involved and is not restrictive. | |
|  | 1. To listen to and provide safe, creative, stimulating, age-appropriate support to children and young people with experience of domestic abuse in a one to one and/or group setting (Helping Hands & Stand Up for Healthy Relationships Programmes). 2. To provide a safe, empowering, and supportive social and shared learning environment for children and young people using a person-centred approach. 3. To organise and provide recreational and educational activities for children in the refuge and in the community. 4. To help children and young people settle into the Refuge when they first arrive. 5. In conjunction with refuge and floating support teams, support mothers better understand and respond to their children’s needs in relation to domestic abuse. 6. To promote and ensure a safe and healthy living environment and routines for children and young people during their stay at refuge and within the family home after move on. 7. To participate in the on-call rota (Additional payment applicable) 8. To formulate an Individual Support Plan with children and young people and their carer, which identifies their needs; how these are to be addressed and to ensure these plans are regularly reviewed. 9. To help children and young people with strategies for safety planning in relation to their individual circumstances, as appropriate to their age and understanding. 10. To make contact with and work in partnership with, other agencies, such as schools, clinics, doctors, health visitors, Children and Young People Services etc. to establish good working relationships with them in order to ensure the individual needs of each child and young people are met. 11. To advocate on behalf of children and young people with experience of domestic abuse on an individual and group basis. 12. To accompany mothers and their children to relevant external agencies as required. 13. To have an understanding of safeguarding duties, risk management and safety planning. 14. Promptly inform the Designated Safeguarding Officer of any concerns regarding the needs or safety of individual children/families. 15. Participate in external assessment procedures, case discussions, child protection case conferences, ‘looked after’ children’s reviews and Safety in Partnership meetings when invited to do so. 16. To participate in the out of hours On Call rota ensuring emergency access to and support for residents/families in our emergency accommodation service. |
| INFORMATION & SUPPORT | 1. To ensure a high standard of information and support to women, children & young people who use the services of Omagh Women’s Aid. 2. To promote and develop the principles and philosophy of empowerment and children and young people’s rights. 3. Signpost and refer mothers to the range of services provided by Omagh Women’s Aid and other children and young people service providers within the local community as required. 4. As appropriate, ensure children and young people have the opportunity to have their voices heard and are involved in the decision-making process. 5. Participate in relevant forums in order to promote the needs and rights of children affected by domestic violence. |
| COMMUNICATION & MEETINGS | 1. To work with basic computer packages for example, Microsoft Outlook, Word, Excel, Powerpoint, e-mail, the internet and cloud-based case management systems. 2. To utilise an online case management system (OASIS) for case file recording. 3. From time to time to represent and promote the work of Omagh Women’s Aid at relevant meetings, strategic forums as directed. 4. To attend team, local and area meetings and ensure good communication is maintained. |
| RECORD KEEPING & REPORTING | 1. To keep case notes, support plans and exit outcomes up to date in “real Time” on the OASIS case management system. 2. To participate in the preparation and submission of monthly, quarterly, and annual reports to Management and funders. 3. To keep your online office diary up to date 4. To provide verbal/written reports as required. 5. To participate in the evaluation of the children’s and young peoples’ support service. 6. To keep up to date timesheets and report to management, in an accurate and timely manner, all lieu-time, annual leave, sickness and other absence information. |
| CONFIDENTIALITY & BEST PRACTICE | 1. Maintain a high level of confidentiality for all duties undertaken, adhering to best practice in data protection in line with GDPR requirements. 2. Ensure that all duties undertaken are in accordance with safeguarding policies and best practice standards. 3. Ensure the ethos and values of Women’s Aid underpin the working principles and practices within your service delivery. |
| TRAINING & CONTINUOUS PROFESSIONAL DEVELOPMENT | 1. To attend and prepare for supervision and appraisal sessions. 2. To be aware of your own training needs and to attend relevant training courses as agreed by Manager. 3. Take responsibility for your own personal development particularly in the area of domestic violence to ensure you are fully up to date with current good practice and legislation. 4. To participate in training and awareness raising programmes aimed at outside voluntary and statutory agencies to promote the work of Women’s Aid in the field of domestic violence. |
| TEAMWORK | 1. To work as an effective and supportive team member and contribute towards effective working relationships through collaborative working and discussion. 2. To respect the roles and responsibilities of all members of the team. 3. To attend and contribute to all organisational team meetings. 4. To comply with the Omagh Women’s Aid Code of Professional Conduct. |
| HEALTH & SAFETY | 1. To adhere to health and safety procedures in the workplace and ensure personal safety. Safeguard the interests and safety of colleagues, service users and visitors. 2. To carry out tasks which help maintain the health & safety and smooth running of the temporary accommodation provided by Omagh Women’s Aid. 3. To ensure timely risk assessments are carried out, documented and recommendations implemented when appropriate. |
| ATTITUDE & BEHAVIOURS | 1. To ensure commitment to the Ethos, Core Aims and Objectives of Omagh Women’s Aid. 2. To work within the Omagh Women’s Aid Code of Professional Conduct. 3. Respect the confidentiality of all information received as a result of the post holder’s duties. 4. To ensure that a high standard of support for women and children accessing Omagh Women’s Aid Services is maintained. 5. Work within the principles, values & strategic objectives of Omagh Women’s Aid. |
| POLICY | 1. To ensure that your project adheres to Omagh Women’s Aid policies and procedures. |
| REGIONAL WORK | 1. To participate in the regional work of Women’s Aid by ensuring attendance of the project at relevant meetings, training, etc... and participation in consultations, social policy responses, campaigns, etc… |
| OTHER | 1. Undertake such other reasonable duties as may be required and agreed with line manager. |

**Children & Young Person’s Refuge Worker**

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Qualifications**   * Sound educational background * NVQ Level 111 in Childhood Studies, Social Care and/or equivalent skills evidenced through experience. | * Degree in Early Years, Health & Social care, Social Work or Education. * Training in Domestic Violence Awareness * ICT qualification |
| **Experience**   * Previous experience of working with community groups and both statutory and voluntary sector agencies. * 6 months previous experience of working in a paid capacity with children, young people, and their families. * Experience of facilitating group work programmes with children and young people. * Writing and producing reports. * Experience of using IT e.g. Microsoft Office - Word, Excel, Outlook, etc… | * Experience of working with women and children affected by Domestic Violence. * Experience of working with children who have experienced trauma. |
| **Knowledge**   * Knowledge and commitment to women’s issues particularly in relation to domestic violence. * Knowledge and thorough understanding of the dynamics of domestic abuse and its impact on women, children and young people. * Knowledge of child development. * Strong working knowledge of child protection and safeguarding requirements and procedures. * Knowledge of the legislation and policies relating to, domestic violence, safeguarding children, risk management, health & safety. | * Knowledge of current policy and government strategy relating to domestic violence and abuse. * An understanding of the work of: * Women’s Aid’s aims and objectives. * relevant organisations and their role in providing support to those living in the local community. |

|  |  |
| --- | --- |
| **Skills and Abilities**   * Excellent interpersonal and communication skills, particularly to building good rapport and supportive relationship with children, young people, and their carers. * Ability to deal sensitively with children and young people. * Ability to plan and organise work to achieve targets and meet deadlines. * Ability to present written and verbal information clearly, accurately and to a standard appropriate for external presentation. * Ability to maintain professional boundaries and adhere to all organisational policies and procedures. * Ability to develop effective working relationships within the staff team and external stakeholders, statutory agencies, and community/voluntary groups. * Ability to work on own initiative within the framework of collaborative working. * Ability to recognise and respond to stress and promote self-care and empowerment. | * Group facilitation skills * Presentation skills including the use of PowerPoint. |
| **Attitude**   * A strong value base and commitment to the rights, empowerment and development of women, children, and young people. * Commitment to enabling women, children and young people who have experienced domestic violence and abuse to have their voice safely heard. * Commitment to anti-discriminatory practice and equal opportunities. * Commitment to the values and ethos of Women’s Aid. * To have an approachable and non-judgemental manner. * Positive, self-motivated, and assertive professional individual who can work independently and with a diverse team. * Demonstrate a 'can do’ and positive attitude. |  |
| **Other Requirements**   * Car driver with access to a car. * Ability to participate in out of hours On Call Rota * Flexible and responsive to project needs including evening and weekend work. Project hours will need to meet the after school needs/availability of children and young people. * Due to the nature of the post, which involves working with children and vulnerable adults the candidate will be vetted. |  |