

Bradford Rape Crisis & Sexual Abuse Survivors Service

JOB DESCRIPTION

Domestic Violence Support Worker (revised 07/07/21)

Hours: Full time 35 hours per week
Salary: £26,000
Responsible to: Project Manager
Base: Community and BRC&SASS offices in central Bradford.

Overall purpose of the post:

To support women moving into BRC&SASS safe dispersed accommodation who have experienced domestic and sexual abuse. Providing a client led whole family approach to emotional and practical support planning, advice and advocacy. This position will play a critical role in directly supporting women transition into a safe home, rebuild personal confidence, self-esteem and developing the resilience to live independently, widen their horizons and enabling them to develop new plans for their future.

Specific Duties:

1. Referrals and Support

Promote the service through building positive relationships with current and potential referrers and service users to ensure a steady flow of appropriate referrals and minimise the potential of empty/under-utilised safe homes.

Carry out risk assessments including DASH and co-produce safety plans with clients, regularly review the plans enabling women to assess and manage risk to their own and their children's safety. Amend plans as appropriate when circumstances change and refer women to MARAC when appropriate.

Carry out client led needs assessment to effectively establish the support needs of families and to facilitate support offered as quickly possible. Respond flexibly as the individuals or family's needs and risks change.

Where relevant refer children and young people identified as needing additional specialist support to C&YP Support Worker.

In conjunction with the service user/family agree a comprehensive support plan. Ensure the co-produced support plan is recovery focussed and strengths based, supporting clients in a consistent, creative and empowering way to realise the achievement of positive outcomes. Review the support plan regularly and record changes agreed.

Provide resettlement advice and information to families and support them practically and emotionally during the move in period and directly following. Provide on going support in line with agreed support plan and risk assessments to achieve outcomes and sustain a successful tenancy.

Undertake a financial assessment for each service user assisting them to maximise their income, address debts, budget and progress towards financial independence and resilience. To assist with applications for financial support/grants for household items such as white goods/beds etc.

Enable and encourage families to take advantage of all services relevant to their safety, individual needs and well-being to encourage engagement and reduce potential isolation.

Support service users/clients with civil, criminal and family court proceedings.

Recognise and make referrals as appropriate to inter-agency organisations in relation to adult safeguarding and child protection/children's safeguarding.

Recognise, respect and address the needs of service users who face particular barriers when seeking help to access services, including those from different ethnic and cultural backgrounds, LGBT communities, disabled women, women with complex needs and other hard to reach groups, always respecting how individuals wish to describe to their identify.

Liaise effectively and collaboratively with all appropriate agencies and community groups to ensure the best access to services and meaningful community engagement for all service users.

When appropriate, using a planned programme and following the tenancy ready framework, support women to move on to live independently at a pace that is appropriate and in line with their expectations and wishes.

2. Record Keeping and Monitoring

Maintain up to date, accurate, legible and accessible records via the X case management database of all work and contact with service users, allied agencies/professionals and others (eg carers/extended family) ensuring that they meet the requirements of data protection and confidentiality.

Ensure all client records, outcomes and monitoring data is accurately recorded using the X case management database and any other record/monitoring systems, prepare additional information or reports to support clients or used for the monitoring and evaluation of services as required.

3. Personal Development and Team Work

Actively participate in regular one-to-one supervision, reflective practice and annual appraisals.

Attend and make positive contributions to staff/team meetings and to participate in training and developments as required.

Provide support and guidance to co-workers, trainees, relief/agency workers and volunteers as required.

4. Expectations of a BRC&SASS employee

BRC&SASS employees see the bigger picture. They have a broad knowledge and understanding of the wider political context in which they are working.

BRC&SASS employees prioritise the good of the organisation, of the Rape Crisis movement as a whole and of women and girls who have experienced sexual violence, actively promoting BRC&SASS values in all aspects of their work.

BRC&SASS employees are adaptable. They are responsive to the changing needs of the organisation.

BRC&SASS employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others.

BRC&SASS employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated, can self-manage, and are enthusiastic about problem-solving and driving forward BRC&SASS's aims and objectives as an equal and valued member of a team.

BRC&SASS employees are solution-focussed and have a 'can do' attitude. They understand there will be tough times and problems. They don't seek to blame others but take responsibility for what they can do to be part of the solution.

This job description is not intended to give an exhaustive list of duties but is an indication of the post's broad areas of responsibilities.

The post holder must be female Section 39 and Schedule 9 of the Equalities Act 2010 applies.

We recognise and welcome our responsibility to remove barriers in our recruitment and selection process for Disabled applicants. If you identify any barriers in the Job Description, Employee Specification or recruitment process please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible.

We are legally required to check the successful applicant's legal right to work in the UK.

Domestic Abuse Support Worker Employee Specification

Attributes	Essential	How Identified:
Skills & Experience	<ul style="list-style-type: none"> • Proven track record of supporting people affected by domestic and or sexual abuse & violence including • Understanding of the psychological effects and impact of victim/survivor trauma related issues as a result of abuse & violence • A proven track record of partnership working and demonstrating the skills and ability to build and maintain positive relationships with partners • Ability to deal with stressful situations and changing priorities and respond effectively and resolving issues promptly • Understanding of Housing and welfare rights of people fleeing abuse particularly in relation to Housing Benefit for Intensive Housing Management Tenancies/Licences • Knowledge and practical application of legislation relating to protection from abuse issues and Safeguarding of Children and Vulnerable Adults • Experience and understanding of safeguarding processes • Working knowledge of MARAC processes • Clear understanding of Health and Safety ideally in a dispersed accommodation based service 	Application /Interview
Communication Skills	<ul style="list-style-type: none"> • Evidence of the ability to communicate clearly and concisely both verbally and in writing (it would be desirable for candidates to be fluent in other languages to reflect the ethnic diversity of Bradford) • Active listening skills and ability to match communication to the needs of the recipient • Confident communicating with people who are in distress • Up to date knowledge of housing, criminal, civil and welfare rights legislation relating to domestic abuse and sexual violence • Ability to articulate views and advocate in a persuasive way • To be confident at presenting information in a variety of situations, including court settings, in formal training and dealing with feedback and challenges 	
Organisational	<ul style="list-style-type: none"> • To have a clear understanding of best practice in relation to providing support to service users going through the criminal justice and civil system • Ability to keep up to date with current thinking, 	

	<p>developments and research and incorporate these into service provision.</p> <ul style="list-style-type: none"> • Committed to ensuring the delivery of quality services taking specific account of the needs of clients • Finance & Administration • IT skills, including use of Databases, Word, Outlook and Excel • Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time. 	
Qualifications	<ul style="list-style-type: none"> • Safelives accreditation or commitment to work towards achieving this 	
Other	<ul style="list-style-type: none"> • Full Driving license • Regular access to an insured (business purposes) vehicle 	