

## JOB DESCRIPTION – REFUGE SUPPORT ASSISTANT

An exciting job opportunity at Cardiff Women’s Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women’s equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

*We have a generous benefit package:*

- *Generous Annual Leave Package Totalling 33 Days (Inclusive of Bank Holidays)*
- *Pension*
- *Life Assurance*
- *Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work*
- *Flexi Working*
- *Paid Company Sick Pay & Emergency Dependent Leave*
- *Real Living Wage Employer*
- *Bike to work scheme, among other benefits.*

<b>Job Title:</b>	Refuge Support Assistant (Accommodation team)
<b>Salary:</b>	£19,900 per annum
<b>Hours:</b>	Full time, 35 hours per week; 3 shifts of 12 hours each (with breaks)
<b>Working pattern:</b>	The post-holder is expected to work flexibly between Monday to Sunday. This post will involve working some waking night shifts, weekends, and bank holidays to ensure cover across the city is maintained.
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Mobile across all CWA accommodation sites across Cardiff
<b>Responsible to:</b>	Accommodation Services Manager

<b>Context of Job:</b>	RISE delivers expert, specialist, independent and domestic violence/abuse and other violence services to women and children through a range of delivery mechanisms including specialist risk and needs assessments, individually tailored support packages, group work and accommodation.
<b>Purpose of Job:</b>	To support the Accommodation based IPA team to provide a high-quality frontline service to victims of domestic and sexual abuse and wider VAWDSV issues

***Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.***

***This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.***

### **Main Duties:**

- Provide 24/7 cover within the organisations Intake & Assessment property on a rota basis
- Clean & prepare rooms in readiness for access across all accommodation sites
- Welcome new clients into the organisation’s accommodation-based support facilities
- Complete a comprehensive induction with all new residents
- Ensure all housing benefit forms are completed within a timely manner
- Complete daily & weekly health & safety checks
- Monitor, record and follow up on any health & safety concerns which arise.
- Support the IPA with a caseload of diverse risk and need to ensure all women and children, whenever possible are supported through their journey by the same worker
- Advocate for all service users with agencies who can help to address the domestic abuse by:
  - Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.

### **General Responsibilities:**

- 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.

- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Comply with GDPR/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, in order to provide the best possible service for service users.
- Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of clients ensuring the service is accessible to all.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.

***It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.***

### **Person specification**

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and experience</u>		
*Have a good understanding of domestic violence/ abuse including the impact of domestic violence/ abuse on victims and their children.	✓	
Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.		✓
*Understand child protection issues, how to respond to effectively safeguard, and the legal responsibilities surrounding these issues.	✓	
Understand the principles of risk assessment, safety planning and risk management for victims of domestic violence/ abuse and their children.		✓

Understand the remits and resources of relevant statutory bodies and voluntary agencies.		✓
*Understand and be committed to equal opportunities and diversity issues in policy and practice.	✓	
Experience of working with vulnerable people, including families and/ or children.		✓
Managing a caseload.		✓
Working within a multi-agency and legislative framework.		✓

<b><u>Skills/ Qualifications/ Professional Membership</u></b>		
*Have computer literacy skills and have some experience of working with databases.	✓	
*Have good communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals	✓	
*Have strong crisis management skills and the ability to deal with stressful and difficult situations.	✓	

<u>Personal Qualities</u>		
*Be compassionate and empathetic with your client's situation.	✓	
*Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with.	✓	
*Act with integrity and respect when working with all clients, agencies, and individuals.	✓	
*Work flexibly as part of a team.	✓	
*Be optimistic about the possibility of personal growth and change.	✓	
Be a driver and have access to a car.		✓
Speak Welsh.		✓

\*You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.