



BIRMINGHAM & SOLIHULL WOMEN'S AID JOB DESCRIPTION

Post: Children & Young Person's Support Worker

Hours of Work: 37 hours per week (Due to the nature of this post the post holder will be expected to work after school, early evenings, school holidays and weekends)

Salary: £28,082

Job Purpose:

- To provide safe interventions and support to children and young people affected by domestic abuse who are experiencing homelessness
- To lead on domestic violence awareness raising sessions with children/young people and professionals.

Responsible To: Solihull Outreach Manager

Duties and Responsibilities

Practice-based work

- To work alongside colleagues to deliver excellent support and other safe interventions both one to one and in groups to children and young people currently affected by DA and homelessness.
- To work in partnership with mothers/carers to identify children and young people's support needs and to ensure those needs are met.
- To undertake needs analysis for each child and young person, to ascertain the level of support needed and the type of activities required to meet their needs.
- To develop and deliver a comprehensive programme of one-to-one and group therapeutic and play sessions, and shared activities.
- To develop and deliver sessions based on age that are appropriate to the needs of the child or young person

- To develop informative literature for women and children, including a children's introduction pack, which is to be kept up-to-date.
- To communicate regularly with mothers/carers about the work with their children.
- To link with health workers, schools, nurseries, social workers and to implement procedures for referral to other agencies
- To advocate on behalf of children, where necessary, throughout adhering to Child Protection procedures.
- To work with line manager to develop policies, procedures and criteria for the project
- To develop referral pathways and build effective relationships with partners.
- To promote an of understanding of the experiences and needs of women and children living with or escaping DVA, particularly around the importance of holding perpetrators accountable for abuse and not blaming victims.
- To ensure children and young people feel safe and have their wishes and feelings heard

Advocacy and support service

- To provide direct casework support, advice, information and advocacy to C&YP experiencing DVA.
- To be clear of Safeguarding principles, seeking guidance from Childrens services Safeguarding team where appropriate.
- To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within BSWA, to other specialist DVA services or other external agencies when appropriate
- To keep accurate records of all work done with or on behalf of the c&yp and produce written reports as requested, including a monthly report of referrals and the take up of these referrals including outputs and outcomes

Administration and Monitoring

- To work within BSWA's administrative and financial systems
- To keep accurate records of financial transactions in line with BSWA's procedures
- To ensure that Health and Safety records are kept up to date
- To contribute where appropriate to the preparation of returns for funders
- To carry out detailed monitoring and evaluation of all support work, and keep an accurate record of notes and comments in line with relevant legislation.
- To monitor referrals, seeking feedback on the service from C&YP supported
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Communication:

- To ensure that all staff team members are aware of any matters that are relevant to the welfare and security of the staff, volunteers and service users by:
 - Maintaining BSWA and trust communication records
 - Following safety procedures
 - Attending team meetings
- To attend in-house training
- To attend support and supervision sessions, including case reviews and safeguarding, with your line manager
- To develop a professional working relationship with external agencies
- To participate in multi agency work, including delivery of training and awareness sessions, as agreed with your line manager
- To promote awareness of BSWA services and the impact of domestic violence on women and children

- **General:**
- To work within BSWA policies and procedures and demonstrate a commitment to the values and ethos of BSWA.
- To work within BSWA's framework for equal opportunities and anti-discriminatory practice and offer an equal service to all women, children and young people regardless of age, class, culture, language, race, religion and sexual orientation
- To maintain the confidentiality of women and children using the service and in all matters relating to the organisations.
- To work within BSWA and local multi-agency adult and child safeguarding procedures.
- To maintain an awareness of the issues surrounding domestic violence on a national and local level
- To ensure the efficient use of resources at all times
- To undertake any other duties required by BSWA, which may arise incidentally, develop, or be assigned commensurate with the post

Person Specification:**Post: Children & Young Person's Support Worker**

Commitment and understanding:	Form	Interview
Commitment to services for women and children affected by domestic violence.	X	X
Commitment to work within BSWA ethos, policies and procedures.		X
An understanding of women's issues and feminist principles, in particular around the issues of domestic violence and its implications for women and children.	X	X
Commitment to providing services within an anti-discriminatory/equal opportunities framework.	X	X

Experience		
	X	X
Of carrying out needs and risk assessments and support of women experiencing abuse	X	X
Of working within safeguarding guidelines to protect and promote the well-being of children and young people	X	X
Of monitoring and evaluating projects	X	X

Knowledge & Skills:		
Knowledge of options for and rights of women and children experiencing abuse	X	X
The ability to develop and maintain partnerships with other agencies	X	
The ability to build good relationships with other staff and volunteers and to work as part of a team.		X
The ability to prioritise and manage a varied workload		X
Good administrative skills and the ability to work with Microsoft Office.	X	
A willingness to work flexibly to ensure the needs of the service are met.		X

Desirable		
The ability to speak one or more of the community languages of Birmingham	X	
Relevant qualifications	X	