



## **Job Description Group Work Domestic Abuse Worker**

**Job Title:** Group Work Domestic Abuse Worker

**Responsible to:** Team manager

**Working hours:** 35 hours per week. This job may involve working out of hours on rare occasions

**Salary:** £23,116 - £25,033 inc. London Weighting

**Contract:** fixed term contract 30<sup>th</sup> November 2019

**Pension:** Workplace pension

**Work Location:** Based in Hammersmith offices

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

**Job Summary:** The domestic abuse worker will promote the development of Advance women's centre and support Advances Group Work Facilitator and Engagement worker to proactively engage women who have experienced domestic abuse and other forms of violence in group work and workshop programmes. The post holder will aim to empower service users by strengthening their confidence, self worth and knowledge of domestic abuse dynamics.

The post holder will be required to hold a caseload and provide high quality support based upon a client led needs and risk assessment to service users engaged with group work that may require ongoing support and risk management. An understanding of the dynamics of domestic abuse, the options available to survivors of domestic abuse including criminal and civil remedies, housing, health, welfare rights, children's legislation and other appropriate interventions. The ability to engage with service users in group and in one to one settings is essential. An understanding of safeguarding duties, risk management and safety planning and experience working with female survivors of domestic abuse is also required.

## **Main Duties and Responsibilities:**

1. Proactively engage service users to attend the groups and use a variety of mediums to engage women, and effectively communicate with potential participants to give programme information, support, and encouragements and ensure engagement
2. Proactively advertise, promote and raise awareness of the group work and women's centre activities to survivors and service providers;
3. Assist with processing, assessing and co-ordinating all referrals for group work
4. Support participants around travel arrangements and childcare (if required) by provision of advice and information of childcare options in the area such children centres/crèche;
5. Create and arrange group materials and supplies including refreshments;
6. To facilitate and provide support to external facilitators delivering workshops for service users
7. Support with preparing reports for the manager and maintain data monitoring for the project and work with service managers and team managers to ensure all monitoring and evaluation for the project is accurate and fully maintained, and keep managers informed of any issues and successes;
8. Support facilitating the service user led group, and lead on delivering any of the other groups at Advance as required
9. Identify service users or new referrals into the service that require ongoing support and conduct comprehensive risk and needs assessments for women experiencing domestic violence. Carry out risk management, safety planning and support; and identify and refer to services appropriate to their needs;
10. Initiate and start support plans that include delivery of high-quality face to face or telephone crisis intervention, information, advocacy and support, in respect to criminal and civil remedies, housing, health, welfare rights, children's legislation and other appropriate interventions;
11. Hold a caseload and carry out short and longer term risk management, safety planning and support; and identify and refer to services appropriate to their needs;
12. Display a thorough understanding of Equality and Diversity in the delivery of the project;

13. Engage and support service users to gain valuable skills and confidence including providing development opportunities;
14. Proactively identify gaps in service provision and support the manager to creatively address them;
15. Inform the manager of any future or current risks to the project and inform managers of any issues or successes;
16. Keep up to date on research and policy relevant to the work of the role;
17. Work with other Advance staff and service users to conduct regular reviews of the work and compile reports documenting the reviews;
18. A willingness to work at any Advance's sites and on occasion attend evening or weekend meetings and groups when required;
19. Work within Advance's policies and procedures including that for health and safety, confidentiality and equal opportunities;
20. Work within Advance's ethos and women-centred approach;
21. Demonstrate desire to help with recovery/resilience building;
22. To cover the role as it expands and adapt to changes within the project including taking on additional duties as requested by the manager, Director, or CEO.

| PERSON SPECIFICATION |   | To be tested |
|----------------------|---|--------------|
| 1                    | Knowledge and thorough understanding of the dynamics of domestic abuse and its impact on women and children.  | A&I          |
| 2                    | At least one year's full time experience of supporting / working with survivors of domestic abuse, forced marriage, 'honour' based violence and/or sexual abuse.                            | A&I          |
| 3                    | Experience of prioritising and organising own workload and where appropriate working under direct supervision.  | A&I          |
| 4                    | Good awareness of the links between VAWG and other related issues.  | A&I          |
| 5                    | Excellent interpersonal and communication skills, particularly to building good rapport and supportive relationship with a wide range of service users.                                     | A&I          |
| 6                    | Proven track record/experience of planning and facilitating group work and activities with and to service users as well as training delivery to clients, service providers and communities. | A&I          |
| 7                    | Proven track record of proactively reaching out to service users in innovative ways.  | A&I          |
| 8                    | Experience of successful engagement with service users and potential group work participants.   | A&I          |
| 9                    | The ability to be flexible and work as a team to support the service and colleagues when required.  | A&I          |
| 10                   | Good analytical and writing skills in order to draw relevant themes from the feedback and produce data reports when required.   | A&I          |
| 11                   | Experience of setting and maintaining professional boundaries with clients and partner agencies whilst developing positive relationship and delivering an excellent service.                | A&I          |

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| 12  | Strong working knowledge of child and adult safeguarding issues and duties.  | A&I |
| 13  | Thorough understanding of and commitment to equal opportunities and a positive anti-discriminatory practice.                             | A&I |
| 14  | The ability to confidently facilitate the group work which includes keeping the group interactive, on track and on task.                 | A&I |
| 15  | Ability to control group dynamics and challenge behaviours of individuals who might act out, be aggressive or dominate the conversation. | A&I |
| 16  | Good administrative and IT skills, including a good working knowledge of Microsoft Excel, Word and outlook.                              | A&I |
| 17. | Experience of risk and needs assessment, safety and support planning, particularly with clients with complex and multiple needs.         | A&I |

***Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check and police vetting.***

Feb 2018