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| **Job Title** | Sanctuary Support Worker |
| **Salary** | *£24,000 (pro rata)* |
| **Responsible To** | (Line manager position with Host Partner) |
| **Hours** | 21 hours per week |
| **Length of contract** | 1 year initially |

**Job Description**

**Sanctuary Support Team**

Leeds Domestic Violence Service (LDVS) is being commissioned by Leeds City Council as part of the New Burdens Funding to provide a team of Domestic Violence & Abuse (DV&A) Practitioners who will deliver structured support to individuals and families living in properties where sanctuary installation through the LHO managed Sanctuary Scheme has been applied for. This new Sanctuary Support Team (SST) will include workers from a range of organisations and will mean that people with protected characteristics are able to access more specialist support. The team must consider the support needs of any children living in the property.

# Purpose of Job

The Sanctuary Support Worker will be part of a team of workers located in different organisations with different specialisms. The workers will assess need and risk and provide appropriate support to victim-survivors that have been allocated through the team leader.

This post will be subject to an enhanced DBS check.

*\*\* This will be relevant for some posts \*\**

There is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

# Physical Conditions

The Sanctuary Support Worker will be managed by the employing organisation and based with the same organisation. The post will be part of a team based in different partner organisations and will be led by the Sanctuary Support Team Leader (SSTL) employed by Leeds Women’s Aid. Quality and monitoring for the service will be managed by the SSTL.

# Economic Conditions

The salary will be *£24,000 pro rata*. Hours of work are 21 hours per week.

# Relationships

Responsible to:

The Sanctuary Support Worker will be line managed by, and be responsible to the organisation in which they are based with some matrix management by the Sanctuary Team Leader.

# Main Duties

1. To assess support needs for individuals and families allocated by the Sanctuary Support Team Leader using risk and needs assessment procedures.
2. To structure support within a safety and support plan that will be “driven” by the service user as they identify their support needs.
3. Ensure Safeguarding standards are met and incidents are logged and reported accurately.
4. To work closely with external agencies to meet the service user’s support needs where appropriate
5. Review risk, needs and support planning on a regular basis.
6. To signpost service users to specialist agencies and solicitors to enable them to use the criminal and civil law to protect themselves and their children, as well as a wide range of other agencies as required.
7. To ensure important matters are communicated effectively and appropriately.
8. To maintain confidential records and monitoring systems.
9. To promote the SST within the communities you work.
10. In consultation with the SST Team Leader, refer in to the LDVS commissioned service if service user is high risk if appropriate.
11. Monitor work undertaken following agreed monitoring and evaluation guidelines and systems.

**General**

1. To attend regular SST Meetings.
2. To attend regular catch ups with the SST Team Leader
3. To undertake any other duties as may be deemed consistent with the requirements of the post.

**Person Specification**

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| **Essential Experience** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. Working with and assessing the needs of vulnerable adults, children and young people | A & I |
| 1. Working with other voluntary and statutory services to co-ordinate the support for service users | A & I |
| 1. Experience of undertaking structured support | I |
| 1. Experience of using risk assessment, safety planning and support planning tools | I |

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| **Essential Understanding** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. Domestic abuse and the impact on victims and their children. | A & I |
| 1. The cultural and social context of DV&A and additional barriers and discrimination faced by oppressed groups experiencing and surviving DV&A | A & I |
| 1. The roles and responsibilities of statutory organisations in relation to vulnerable people | I |
| 1. Child protection and safeguarding adults in relation to vulnerable people, children and young people | I |
| 1. Equality issues specifically in relation to marginalised groups | A & I |
| **Desirable Understanding** | |
| 1. Sexual and honour-based violence, stalking and forced marriage | I |
| 1. Multi-agency partnerships and the issues of information sharing in domestic violence cases | I |

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| **Skills** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. Ability to form good relationships with service users whilst working within professional boundaries | I |
| 1. Excellent written, verbal and interpersonal communication skills | A &I |
| 1. Ability to use IT to produce reports and monitor projects | A |

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| **Personal Qualities & Competencies** | **Essential** |
| 1. Act with integrity and respect when interacting with service users, employees, agencies and individuals | I |
| 1. Commitment to diversity and working in an anti-discriminatory way | I |
| 1. Commitment to upholding LDVS’s & Host Organisations policies and procedures | A |

**\*\* Organisation specific requirements \*\***

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| **PAFRAS additional specifications** | **Essential** | **Desirable** |
| 1. Knowledge of the asylum system and insight into the needs, experiences and hopes of those going through it. |  | 🗸 |
| 1. Knowledge of No Recourse to Public Funds conditions and the implications within a DV&A context. |  | 🗸 |

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| **Shantona additional specifications** | **Essential** | **Desirable** |
| 1. Knowledge of the cultural/ religious sensitivities when working with women from South Asian Communities |  | 🗸 |
| 1. Ability to speak/ understand relevant languages – Bengali, Urdu, Punjabi, Hindi |  | 🗸 |

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| **Touchstone – additional specific requirements** | **Essential** | **Desirable** |
| * Use an ASSET based approach to building and enhancing Domestic abuse awareness within LGBT+ communities | 🗸 |  |
| * Develop and strengthen partnership with other LGBT+ organisations | 🗸 |  |
| * Identify additional barriers for BME, disabled and any other LGBT+ communities in seeking support. Strive to connect and give a voice to them. | 🗸 |  |
| * Link into the DAVA as a voice for all LGBT+ survivors voices ensuring non- binary and other trans people are also heard when gender is being discussed | 🗸 |  |
| * Develop peer support for individuals and if the needs emerge offer some peer group support | 🗸 |  |

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| **Women’s Health Matters, Disability specialism post**  **Additional specification** | **Essential** | **Desirable** |
| 1. Working with and assessing the needs of adults, children, and young people with a disability or long-term health condition. |  | 🗸 |

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| **Women’s Health Matters - Pregnancy and maternity specialism post**  **Additional specification** | **Essential** | **Desirable** |
| 1. Working with and assessing the needs of pregnant women, new parents, women who live apart from their children, and women who are at risk of having children removed into care. |  | 🗸 |