**JOB DESCRIPTION**

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| **Post:** | Refuge Independent Domestic Violence Advocate |
| **Salary:** | £29,777 (NJC Local Authority Pay Scale point 19) |
| **Hours:** | Full time – 36 ¼ hours per week. Monday to Friday.  The role offers 25 days holiday entitlement plus bank holidays.  On completion of a 3-month period the organisation will automatically enrol you into the company’s pension (People’s Pension). |
| **Line Manager:** | Senior Refuge Worker |
| **Place of Work:** | Salford & visits in Greater Manchester area |

*Applications are open to women only under the Equality Act 2010 Schedule 9 (Paragraph 1) section 7.2e. Salford Women’s Aid is an equal opportunities employer and welcomes applications from women from all sections of the community. Applications from ethnic minorities and from other diverse applicants are very much welcomed. The post is exempt from the Rehabilitation of Offenders Act 1974. This post is subject to an enhanced DBS check due to the nature of the work undertaken by the organisation.*

**Job Purpose:**

To provide a high-quality frontline service to women and children who have experienced domestic abuse, delivering a service to those at highest risk and advocating on their behalf, to reduce/minimise the risk of further abuse. You will have the opportunity to enable and enhance each client’s quality of life by promoting/maintaining independent living.

The post will involve various duties to meet the needs of the organisation and will be based over 2 sites, including working with partner agencies in the community.

**Main Duties and Responsibilities:**

1. To receive women and children who have been physically, emotionally and/or sexually abused into the refuge and deal with resulting emergency situations in accordance with SWA policies and procedures.
2. Together with the rest of the team take responsibility for the efficient, smooth running of the refuge, safety, and welfare of the residents i.e. house rules.
3. To assess risk factors and liaise with all appropriate statutory and voluntary agencies to ensure that each woman receives the most appropriate help available.
4. To provide housing support plans to women in accordance with SWA policies and Procedures and record all interventions and outcomes.
5. To support women when they leave the refuge with an outreach and re-settlement plan and record the delivery and outcomes as required by our funders.
6. To deliver domestic abuse awareness courses to Salford Women’s Aid and partner agencies service users.
7. Have up to date knowledge of Child Protection and Safeguarding Adults local authority procedures, and to make appropriate referrals where necessary in consultation with the Senior Refuge Worker.
8. To support the empowerment of the client and assist them in recognising the dynamics of domestic violence.
9. To keep accurate, factual, and appropriate daily recordings and record these on the case management system in a timely and professional manner.
10. To work in collaboration with other agencies involved in the support of individual users, and to facilitate joint working.
11. To participate in the work of safeguarding children, in line with Salford Women’s Aid

Safeguarding Children Policy, and the policies and procedures of the Local Safeguarding Children Boards.

1. To work closely with other support workers in the organisation to ensure that users have access to the full range of services provided by SWA.
2. To take part in the ‘on call’ duty rota where possible.
3. To promote and facilitate consultation and involvement of service users.
4. To operate financial systems e.g. petty cash/rent and to liaise with the Finance Worker where appropriate.
5. To be responsible for ensuring the maintenance and repairs of the premises and gardens liaising with Irwell Valley Housing Association on all appropriate matters relating to the running of the refuge.
6. To maintain up to date knowledge and understanding of relevant statutory legislation, national standards and local strategy and procedures.
7. To oversee refuge security and the complying of fire regulations and Health and Safety and to maintain an awareness of the health and social needs of the residents.
8. Able to work with the minimum amount of supervision and using own initiative.

**General:**

1. To identify own training and development needs and participate in all training courses relevant to Salford Women’s Aid commitment to providing high quality services.
2. To work at all times with due regard to the policies and procedures of Salford Women’s Aid, including financial regulations, participating in their development and amendment where required.
3. To work as part of a team at SWA, which will involve attendance at team meetings, and cover for other workers sickness/annual leave.
4. To undertake any other duties as may be deemed consistent with the requirements of the post.

**Other:**

1. The post is subject to a DBS Check which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six-month probationary period.
3. As this is a community-based project and the work will involve travelling to different venues, it is essential to have a current valid driving licence and access to a vehicle with business insurance for work.