



JOB DESCRIPTION

JOB TITLE:	Support Worker (Sessional / Bank)
RESPONSIBLE TO:	Team Leader
SALARY:	£18,810 pro-rata + 7.5% anti-social hours' payment. Additional sleep over payment £33.30 per night
HOURS:	Hours as and when required including weekends and public holidays
HOLIDAY ENTITLEMENT:	20 days annual leave (pro rata) plus 10 public holidays (pro rata)

Job Purpose

The role of the Sessional Support Worker is to work with the Team Leader and Senior Support Worker to provide a safe and supportive accommodation for Women and any accompanying children who have experienced or are at risk of domestic abuse and living in refuge accommodation provided by Edinburgh Women's Aid.

Edinburgh Women's Aid provides a 24-hour refuge service and occasional cover is required for annual leave and sickness absence, this can be planned or at short notice. Sessional support workers will be offered the opportunity to cover such shifts as and when they arise.

Main Duties

- To provide a professional and supportive service to women living in refuge accommodation at Edinburgh Women's Aid.
- To work in a responsive and empathic way with women using the refuge.
- Along with the key worker, help to identify and assess the needs of women and any accompanying children and formulate a support plan to meet their needs. .
- Work with the key worker to plan and regularly review support provided.
- Ensure the refuge accommodation is prepared and ready for occupation and that all necessary requirements are in place.
- Familiarise women with the refuge environment, including the local area and facilities; any regulations or expectations; and safety procedures.
- Ensure other residents are aware of new residents and introduce women and children to each other.
- As agreed with the key worker meet with women on a regular basis as part of a planned approach.
- Work with other agencies as required and participate in regular review meetings with the key worker and other professionals to ensure a consistent approach.

Other Tasks

- To ensure that all involvement plans, daily contacts, telephone contacts, handover notes and occurrences are written up regularly. To record clear concise information and communicate this to other workers.
- To maintain office records e.g. housing benefit applications, rent / fuel cards, etc. and ensure they are kept up to date.
- To contribute to ensuring the service and support provided meets the National Care Standards for Housing Support
- To attend and participate in team meetings and support and supervision sessions.
- To manage a personal skills and training development plan.
- To undertake any other duties as directed by Edinburgh Women's Aid.

Person Specification

Essential requirements

An understanding of domestic abuse and the effects of abuse on women and their children
The ability to listen empathically and provide emotional and practical support to women
Understanding of vulnerable adult and child protection requirements and procedures
Ability to maintain records to a high standard
Good written and verbal communication skills
Subscription to and a willingness to work within the ethos of a feminist analysis of abuse
Ability to work as part of a team
Computer literacy

Desirable requirements

Recognised qualification at SVQ level 2 or above
Knowledge of SSSC Code of Practice and National Care Standards
Experience of providing support to vulnerable women
Experience of collating information and writing reports
Experience of working with domestic abuse
A valid First Aid qualification