



EDINBURGH WOMEN'S AID

Job Description

Job Title:	Refuge Accommodation Worker
Hours:	28 hours per week, Monday to Friday
Salary:	£22,932.00 pro-rata (£18,345.60) SCP-LW
Responsible To:	Finance Manager
Contract:	Permanent contract (subject to funding)
Holiday Entitlement:	26 days annual leave plus 10 public holidays pro rata

This role is subject to satisfactory Adult and Child PVG scheme membership.

Job Purpose

To maintain and upkeep refuge accommodation buildings and interiors, and to assist women and accompanying children to feel comfortable and settled using refuge accommodation.

Main duties

- To ensure the refuge accommodation is available, prepared, and ready for occupation.
- To set up new properties as refuge accommodation for women and any accompanying children
- Working with Edinburgh Women's Aid's Duty/Crisis team, undertake the initial housing benefit and rent calculations and ensure all other relevant paperwork is complete at admission for all refuge spaces. To undertake the follow up online housing benefit form ensuring all information is presented to ensure housing benefit is applied to the refuge space.
- To ensure the refuge buildings and gardens are maintained to a high standard and remain in good repair and decoration.
- Report repairs to, and liaise with, Housing Associations' and City of Edinburgh Council's repairs services and pass on any difficulties to the Finance manager.
- Ensure all Edinburgh Women's Aid (EWA) properties are secure and have responsibility for ordering and allocating security keys.

- To organise trades for any repairs and maintenance tasks, including painting and decorating, that is authorised by the Finance Manager.
- Carry out weekly checks of refuges for Health & Safety purposes and ensure that they are properly maintained by service users.
- Ensure that immediately prior to a family vacating the accommodation the inventory is checked.
- Assist the family to move out of refuge with their belongings where appropriate.
- Ensure all resources are replenished and accessible.
- To provide support and assistance to the EWA Duty/Crisis Assessment team to enable the best possible service to be provided to service users accessing accommodation.
- Attend and participate at team meetings and training.
- Participate in regular support and supervision.
- In co-operation with the Finance manager, develop a personal skills and training development plan.
- There may be a requirement to work out with normal working hours on occasions.

Essential requirements
<ul style="list-style-type: none"> • An understanding of domestic abuse and the effects of abuse on women and children. • To understand and work from the ethos of the feminist analysis of abuse. • Good written and verbal communication skills. • Ability to work on own initiative in a busy environment. • Keep appropriate records. • Computer literate. • Ability to work as part of a team. • A full UK compliant driving licence.
Desirable requirements
<ul style="list-style-type: none"> • Experience of working in the voluntary sector or in a similar role

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

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