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| Job Title | Partner Support Worker (City and County South) |
| Responsible to | Team Manager |
| Hours of Work | 26.5 hours per week |
| Salary | NJC Scale Point 20 £25,991 per annum pro rata |
| Contract | Secondment until 31st March 2022 |
| Location | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised |  |

This job description may change to reflect changing requirements of the role.

**Job Summary**

To provide proactive services, that include outreach and safety oriented support work, to the partners and ex-partners of those who attend the domestic violence prevention work with Equation. Prioritise the safety of those at risk from domestic violence and participate in the range of multi-agency forums that address the safety of those at risk from domestic violence.

**Responsibilities and Duties**

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post.

**Case work**

* To ensure that those whose partners have been referred to the Equation services are contacted and offered support and information about their rights and other sources of support and advice
* To provide telephone support, advice and referrals to other agencies, to the (ex-) partners of the men on men’s violence prevention programme
* To complete risk assessments, conduct one–to–one support, advice and safety counselling sessions
* Refer Very High Risk clients on to MARACs and attend MARACs where required.
* To provide advocacy on behalf of clients with external agencies where appropriate
* To liaise with other agencies as appropriate, attending core group and case conferences as required
* To prepare reports for other agencies in line with Juno’s confidentiality policy
* To take part in casework meetings with Equation staff about the progress of those attending the centres services and issues from work with those at risk in order to ensure that safety remains at the forefront of the centre’s work
* To implement actions agreed in casework discussions
* To assist in presentations or workshops about the work of the programme
* To assist in representing the programme as required at meetings, seminars and conferences
* To attend clinical supervision

**Service Development**

* To represent the organisation at multi-agency events to ensure that the profile of the service remains high
* To develop new approaches to service delivery to ensure that service remains current and valued
* To ensure that evaluation procedures are undertaken and result disseminated
* To undertake the necessary tasks to ensure the profile and reputation of the service is high

Administration

* To maintain records of all work undertaken and prepare reports as required
* To maintain up to date information on legal, housing and welfare issues relevant to domestic violence
* To provide assistance in producing statistical and other reports on work done to meet the requirements of funders and to monitor the effectiveness of the service.
* To actively participate in the local Domestic Violence meetings, practitioner’s networks and other related groups/forums

**Contribute to the high-performance and development of your team**

* Contribute effectively to team working, team meetings and the team plans.
* Work with volunteers as necessary to enhance the capacity of the service
* Undertake training and ensure your knowledge is up to date and where relevant shared with your team

**General Duties**

* At all times protect the safety and security of JUNO and service users, staff, volunteers, and all those in the work of JUNO, JUNO premises and the confidentiality of records and other information;
* Uphold the right of women, children and young people who have experienced domestic

violence, advocating vigorously for them while offering protective strategies, and appropriate safe services;

* Adhere to Safeguarding Children and Adult policies, Health & Safety and Equal Opportunities;
* Adhere to the terms of relevant legislation, especially in respect of Safeguarding Children and vulnerable adults, Equality & Diversity, Employment and Health and Safety; and also keep updated of any changes or proposed changes in relevant legislation, policy and practice;
* Undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

**Values, Behaviours & Competencies**

* Committed to the purpose of Juno Women’s Aid, ensuring that the Survivor is at the heart of service delivery and development
* Provide the service at times and days to meet service user needs and in line with contractual requirements.
* Feminist and committed to fostering innovation and continuous improvement in working practice
* Flexible and open to new challenges, ideas and experiences, and able to be self-reflective
* Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work
* Non-judgemental with a commitment to self-care within the team
* Collaborative, building relationships with internal and external partners.
* Non-judgemental with a commitment to self-care within the team and wider organisation

**For Official Use only**

Agreement to Job Description by candidate accepting the job offer:

*In accepting the offer of employment by Juno, I agree to work to this Job Description and understand that this may change to reflect changing requirements of this role.*

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| --- | --- |
| Name: | Signature: |
| Date: | Start date: |

PERSON SPECIFICATION

*Your application should give clear examples of your experience, knowledge, skills and*

*abilities gained in both paid and/or unpaid (volunteer) work for each of the Person*

*Specification criteria*

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| **Experience** | * Experience of working with women affected by domestic abuse * Experience of risk assessment and management, safety planning and support planning |
| **Knowledge and Understanding** | * Understanding of the practical, emotional, social and economic issues facing women and children affected by domestic violence * Understanding of the differing forms and impacts of domestic violence across the communities we serve * Knowledge of housing, welfare and policy relating to domestic violence * Sound knowledge of safeguarding for adults and children |
| **Skills and Abilities** | * Ability to manage own caseload, working under pressure and prioritising workload * Excellent written and verbal communication skills * Ability to work sensitively and in a non-judgemental manner with vulnerable clients |
| **Qualifications** | Women’s Aid or SafeLives Level 3 qualification is desirable. A willingness and ability to attend this training and successfully achieve this qualification is essential |
| **Other** | * An enhanced DBS and police vetting clearance is required for this role. * Full UK driving licence with access to your own vehicle which is insured for business use and available for use within your role, is essential. |