

For women let down by the system.

For women with nowhere else to turn.

For women who've suffered.



Anawim

Job Description

- *Section S7(2) (Schedule 9, Paragraph 1 of the Equality Act 2010 applies.*
- *This post is exempted from Rehabilitation of Offenders Act 1974*
- *Fixed term for two years initially*

Job Title:	Accommodation Caseworker
Location:	Anawim, 228 Mary Street, Balsall Heath, Birmingham, B12 9RJ
Grade:	Anawim Scale Point (ASP) 25-30
Salary:	£24,706 - £28,353 per annum
Hours:	37 hours per week
Responsible to:	Central Services Manager

Background to the project

Anawim was originally founded by the Sisters of Our Lady of Charity. Anawim seeks to support women who are vulnerable due to poverty, homelessness, abuse, rape, and addictions, and who may be drawn into prostitution and/or offending as a consequence. It recognises prostitution as exploitation of women. All staff, whether working in a paid or voluntary capacity, are expected to respect and work to the core values of respecting others, valuing all, and belief in the possibility of a life lived to the full.

Background to this post

Applicants for this post need to have experience of working with women with offending, mental health issues and other multiple and complex needs.

Aim:

To support women who have multiple and complex needs to navigate through the challenges they are experiencing with day-to-day life. This may include mental health issues, self-harm, suicidal ideation, offending behaviour, housing issues, financial difficulty and other needs.

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Key Tasks:

1. Build up a caseload such that a minimum of 30 clients achieve positive outcomes, clients who come through various routes, to whom you would offer support and help to involve in all the activities and courses on offer at the centre.
2. Offering this support will involve attending court, Multi-Agency Risk Assessment Conferences (MARAC), safeguarding case conferences, writing reports and accompanying to appointments.
3. Provide support to women referred to us who are identified as having multiple and complex needs cases.
4. Work with the team in exploring creative ways to develop individual and group programmes for the women who use the project and support and encourage their involvement, thereby extending the service.
5. Identify the individual needs of women by undertaking an initial assessment using the Women's Risk and Needs Assessment (WRNA), developing an individual support plan and referring anyone requiring specialist help to the appropriate agency. A sound knowledge of support groups and other agencies is required.
6. Undertake individual support with each woman monitoring her progress regularly and undertaking monthly reviews.
7. Support, advise and signpost on practical matters such as money management, benefits, homelessness, drug treatments, parenting, children's exclusion from school, health care, legal and immigration signposting, mental health, training, education and employment opportunities.
8. Maintain accurate case files- paper and electronic, record outcomes, monitor referrals, interventions and prepare reports for management board and funders as required.
9. Provide Trauma Informed support, utilising behaviour management in relation to self-harm, suicidal ideation and safety planning.
10. Demonstrate an awareness of the principles and equal opportunities and be committed to their implementation
11. Comply with Anawim's policies and procedures, including the Health & Safety at Work Act and Safeguarding.
12. Participate in meetings and training as appropriate to the work and be committed to ongoing professional development.
13. Actively participate in case management supervision, appraisal processes and clinical supervision.

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14. Undertake additional duties within the overall running of the project as may be identified in consultation with your line manager.
15. Participate in meetings and training as appropriate to the work.
16. Work as a member of the existing team according to the values and vision of the project.

Accommodation casework

1. To have a caseload of clients whose immediate needs relate to accommodation (e.g. Housing Benefit advice, anti-social behaviour, arrears advice etc.) and to actively involve the client in sustaining their tenancies.
2. Offer a weekly session for staff to access housing-related support regarding their active cases
3. Build up and maintain a directory of good quality housing providers, visiting and making relationships with new providers you come across, checking the quality of the housing and any support on offer to share with other staff. Generate a regular bulletin of accommodation updates and information.

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PERSON SPECIFICATION

Job Title: Accommodation Caseworker

Location: Anawim

Factor	Essential	Desirable	Method of Assessment
Knowledge and Experience	<p>Experience of working with vulnerable women with a range of complex issues including trauma</p> <p>Experience of holding a caseload & undertaking regular 1-1 interventions & reviews.</p> <p>Knowledge of benefits, housing & employment</p> <p>Good understanding of domestic abuse, self-harm and suicide</p> <p>Understanding of safeguarding policies & procedures</p> <p>Knowledge of the criminal justice system</p> <p>Working knowledge of issues surrounding drug and alcohol misuse, offending and prostitution</p>	<p>Knowledge of benefits, law and housing</p> <p>Experience of the prison and justice system. Arrest referral or diversion services.</p> <p>Experience of working in health or in partnership</p> <p>Counselling skills training, social work experience.</p> <p>Psychology, or other related degree in Social Work or Health and Social Care</p>	<p>A, I, R</p>
Skills and abilities	<p>Excellent interpersonal, assertive outreach, communication, assessment and listening skills</p> <p>Ability to proactively engage with women who are sometimes difficult to draw in, demonstrating excellent engagement skills</p> <p>Ability to maintain a high standard of case file recording in line with current procedures using electronic database</p>		<p>A, I, R</p>

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	<p>Understanding of diversity and anti-oppressive practice, other cultures and religions</p> <p>Ability to network with other agencies and professionals i.e. Police, Probation, promoting the Anawim service, speaking and presenting at team meetings and conferences when necessary</p> <p>Able to work as a member of the team and share information internally and with outside agencies</p> <p>Understanding of the need for confidentiality and its limitations, & data protection</p> <p>Hold excellent professional boundaries enabling an ability to cope with stressful and emotional work</p> <p>Ability to work with women in one-to-one meetings to increase her motivation to change and develop, recognising her needs</p> <p>Ability to produce reports presentations and displays as required</p> <p>Good IT skills, ability to use email, electronic calendars, databases & find information on the internet</p> <p>Ability to plan and prioritise work</p>		
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Other	Full driving licence, business insurance and use of own vehicle Calm, friendly and approachable disposition Enhanced Disclosure from the Disclosure & Barring Service.		A, D, I, R
Commitment	To the core values and beliefs of the Project and the Founding Partners.		I

Method of Assessment: A = Application Form D = Documentation I = Interview
T = Test/Exercise P = Presentation R = Reference