

VAWG Advice and Case Worker

JOB DESCRIPTION

JOB DETAILS:

Job Title:	VAWG Advice and Advocacy Case Worker- Arabic Speaker Women only position
Duration:	Fixed contract for 12 Months – subject to extension
Hours:	Full time (part-time can be considered too)
Location:	London
Report to:	VAWG Services Manager
Salary:	27K per annum/ pro-rata for part-time
Holidays:	25 days + Public Holidays/ pro-rata for part-time

Aims of the Position:

To provide specialist violence against women and girls support in Arabic and to address the immediate and long-term needs of Kurdish, Middle Eastern and North African (KMENA) women who might be at risk or survivors of Domestic Abuse, Forced Marriage, Female Genital Mutilation and the so-called Honour-Based Abuse (Harmful Practices). To meet women's needs through provisions of information, advice, and advocacy case work, as well as signposting and referrals to appropriate services.

This job is open to women only; Due to KMEWO's commitment to the principles of 'led by and for' service provision, the candidate's gender is an occupational requirement (exemption under the Equality Act 2010 Schedule 9, Part 1 section 7(2) (e) of the 1975 Sex Discrimination Act and Section 5(2) d of the 1976 Race Relations Act applies.

Main Duties

- To receive initial referrals, identify and assess the needs of service users in accordance with KMEWO's Policies & Procedures for efficient and timely responses.
- To offer information, advice and support to KMENA women and girls who are affected by domestic Abuse and Harmful Practices.



ڕێکخراوی ژنانی کوردو روژه لاتی ناوهراس
KMEWO

Kurdish and Middle Eastern Women's Organisation

- To carry out comprehensive risk assessments and draw safety plans for service users supporting them to access safe accommodation/refuge and referring them to specialist agencies if needed (full training will be provided).
- To maintain accurate and up to date records, files and case notes in accordance with KMEWO's policies and procedures.
- To gather statistics and data for monitoring and evaluation purposes, providing reports as required.
- To ensure that service users can access interpreting services when required.
- To be updated of developments and legislation around issues affecting service users.
- To develop skills by undertaking relevant training and self-development for a better understanding of Domestic Abuse and Harmful Practices.
- To comply with Aims and Values of KMEWO and its Equal Opportunities policy.
- To ensure the framework of quality standards set down by KMEWO and local authorities are maintained.

General:

- To undertake own administration.
- To participate in external meetings, forums, etc. as appropriate
- To attend staff meetings, case review meetings, staff trainings and supervision / appraisals as required
- To liaise with external agencies in accordance with KMEWO's confidentiality policy.
- To abide by and implement all KMEWO policies.
- To carry out other duties appropriate to the post as requested by the Line Manager or the Director of KMEWO.

PERSON SPECIFICATION

Relevant experience:

- Proficiency in English and Arabic languages both in writing and verbally.
- Experience in providing one to one support to individuals on one or more of the following issues: domestic abuse and harmful practices, housing and homelessness, welfare benefits, immigration, employment, and family issues (will be desirable).
- Experience in casework, case files recording and monitoring tools (will be desirable).
- Experience of providing support to people with complex needs (will be desirable).
- Good awareness about issues and barriers facing KMENA women living in the UK.

Skills and abilities

- Being a good and efficient communicator in written and verbal English and Arabic.
- Ability to review and evaluate services including performance against service target (will be desirable).
- Ability to work on own initiative, prioritising workloads and meeting targets /deadlines.
- Ability to work as part of a team.
- Ability to use IT systems (Microsoft Office) and databases or willing to learn.
- Ability to represent the organisation in meetings, networking and forums (will be desirable).
- Have a positive, solution-focused attitude to complex situations.
- Have patience and calm manner in dealing with people.
- Willingness to continue further training and personal development.



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