

OMAGH WOMEN'S AID JOB DESCRIPTION

Omagh Women's Aid provides a range of services to women and children experiencing, or who have experienced domestic violence. As well as delivering direct services, Omagh Women's Aid also provides training to statutory, voluntary and community organisations.

Job Title	Domestic Violence Support Worker -27.5 hrs per week average (One Year Post) -18.5 hrs per week average
Location	Refuge based
Reports to	Senior Manager
Salary	£18 870 NJC PT 18 FTE 37HRS (This is based on a 37 hr week) A contributory pension is also available.
Job purpose	To identify, assess and respond to families affected by domestic violence in accordance with Omagh Women's Aid policies and procedures.
Annual Leave	25 days annual leave pro rata plus bank holiday pro rata entitlement.
Hours	27.5 per week on average, as per 4 week rolling rota (please note this post requires weekend, evening and bank holiday work). OR 18.5 per week on average, as per 4 week rolling rota (please note this post requires weekend, evening and bank holiday work). Plus, participation in our On-Call Rota. Retainer Fee paid
Disclosure check	This post is subject to an enhanced disclosure ACCESS NI check.

Key Responsibilities

SUPPORTING WOMEN AND CHILDREN

To assess risks, needs and develop a support plan with each individual woman to contain agreed objectives, timescales and review periods.

To give practical support and assistance to families in refuge (and in community-based projects when required).

To assist women to access other services both from within Women's Aid and other agencies/groups.
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To work within the self-help and empowerment philosophy of Women's Aid.

To work collaboratively with women resident in the refuge to create a communal living environment which promotes equality, choice, respect and understanding for all.

To work within the stated guidelines, boundaries, policies and procedures of Omagh Women's Aid.

To facilitate/co-facilitate groupwork programmes, house meetings, consultations and mediation sessions.

HOUSING FUNCTIONS

Carry out daily, weekly and monthly housing management tasks.

TEAM WORKING

To participate in the provision of a comprehensive service which is responsive to the needs of women and children.
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To contribute to effective relationships within the team through collaborative working and discussion.
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To respect the roles and responsibilities of all members of the team.

To participate in team meetings, respecting other opinions and differences.

To support students and volunteers working within the project.
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To be flexible in relation to rota changes, to meet the needs of the project.

To support the management of the refuge project through participation in the Emergency – On-Call Rota working autonomously (seeking support and guidance when required to fulfill the requirements of this duty) approx 7 nights every 4 weeks (£20 per night retainer paid).

ADMINISTRATION

To accurately maintain recording and monitoring systems - both paper and IT-based in place.

To be aware of the financial constraints of the organisation and adhere to Omagh Women’s Aid policies and procedures in the management of any monies associated with the project.

CONFIDENTIALITY

To respect the confidentiality of all service users and all information received as a result of your duties.

To adhere to good data protection practices.

FUNDRAISING

To contribute to the fundraising need of the project/organisation and actively participate in fundraising activities as required.

TRAINING

To attend all training required in connection with the post and to complete all training requirements, such as assignments or learning journals

INTERNAL AND EXTERNAL CONTACTS

To ensure positive and effective relationships with –

- Service users
- Staff team, bank staff, students and volunteers and management committee members
- All key stakeholders and inter-agency partners.
- To comply with requirements of regulatory bodies.

ANY OTHER DUTIES
Any other duties as may be specified by Senior Management Team.

This post is funded by –
Supporting People



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