

JOB DESCRIPTION

Job Title**:** Together Women Project Key Worker

Reporting to**:** Together Women Senior Team Leader

Location**:** Hybrid working 2 days in Foundation House, 2 days home based

Salary: £22,000 - £26,500

Part Time: 28 hours/ 4 days per week

Introduction

**We are looking to recruit an experienced and enthusiastic Support Worker to cover existing staff who will be undertaking an evaluation project with the Jabbs Foundation and the University of Birmingham on the effectiveness of Women’s centres. The role will support a caseload of women and deliver a range of group work sessions**

Key tasks and responsibilities

* Supporting Salford women who are People on Probation
* Complete detailed documentation on referral and WRNA assessment of the service user’s need
* Liaise closely with the Probation service who are co-located at the office
* Agree and individual action plan with each service user
* Regularly review client’s progress and agree action
* Manage a case load of service users and support each individual in progressing with their support plan
* Develop effective communication strategies with all delivery partners keeping relevant people informed of any progress or issues which arise with the client.
* Keep up to date contact logs after every contact with the client and/or other involved agencies
* Capture and produce management information and data relating to the project
* Produce monthly reports relating to targets set by managers and funders of the project.
* Establish and maintain constructive working relationships with all partners involved in the programme
* Ensure adequate staff cover for the centre in times of staff sickness or training and over lunch breaks
* Attend supervision with the Centre Manager
* Attend training and train the trainer courses
* Deliver group training once qualified/trained to do so.
* Adhere to all project policies
* Actively market and promote the service
* Contribute to other duties required by the project including group sessions, case reviews, training sessions and events as and when notified by the Foundation
* To implement and comply with all the Foundation’s policies, including the Safeguarding Policy and procedures ensuring that Safeguarding is everyone’s responsibility.
* And any other tasks commensurate with the role as requested by the Senior Team Leader or Deputy CEO.

PERSON SPECIFICATION

* Knowledge of issues relating to the client group and their support needs
* Knowledge of offending behaviour
* Experience of working with at least two of the following:
	+ Women
	+ Offenders
	+ People at risk of offending
* Ability to manage a case load
* Ability to communicate at all levels
* Good time management skills
* Ability to work on own initiative and as part of a team,
* Ability to work to set targets
* Excellent communication skills
* The ability to set and achieve project targets is essential
* The ability to capture and produce management information relating to the project
* Ability to set and prioritise objectives, drawing up Action Plans to reflect these
* Ability to establish constructive working relationships with all partners involved in the programme
* Ability to develop, trust and rapport on a one to one or group basis
* Ability to actively listen and promote agreements with clients, professional and colleagues
* Ability to undertake an outreach approach
* Willingness to undertake work within the context of the organizations Equal Opportunities Policy
* Previous experience in a social care setting
* A relevant professional qualification in social care, youth community work or health

Applicants should also have access to a car