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| **Job Title** | Sanctuary Support Worker |
| **Salary** | £24,000 (pro rata) |
| **Responsible To** | Each role will be responsible to a line manager appointed by their host organisation |
| **Hours** | 21 hours per week\*  (\*The post with Karma Nirvana has the potential to extend to 37.5 hours per week) |
| **Length of contract** | 1 year initially |

**Job Description**

**Sanctuary Support Team**

Leeds Domestic Violence Service (LDVS) is being commissioned by Leeds City Council as part of the New Burdens Funding to provide a team of Domestic Violence & Abuse (DV&A) Practitioners who will deliver structured support to individuals and families living in properties where sanctuary installation through the LHO managed Sanctuary Scheme has been applied for. This new Sanctuary Support Team (SST) will include workers from a range of organisations and will mean that people with protected characteristics are able to access more specialist support. The team must consider the support needs of any children living in the property. Asylum seekers and other vulnerable migrants, who are not eligible for sanctuary installations, will also be supported in this project.

Karma Nirvana will specialise in Marriage/Civil Partnership, specifically with those that have experienced Honour-Based Abuse and/or Forced Marriage.

Asha Neighbourhood Project will specialise in working with women from culturally diverse and migrant communities.

Touchstone will specialise in working with individuals that identify as part of the LGBTQIA+ community.

# Purpose of Job

The Sanctuary Support Worker will be part of a team of workers located in different organisations with different specialisms. The workers will assess need and risk and provide appropriate support to victim-survivors that have been allocated through the team leader.

This post will be subject to an enhanced DBS check.

For some posts, there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman. This applies to the post located in Asha Neighbourhood Project.

# Physical Conditions

The Sanctuary Support Worker will be managed by a designated person from the host organisation and based within that host organisation, i.e. Karma Nirvana, Asha or Touchstone. The post will be part of a team based in the different host organisations and will be led by the Sanctuary Support Team Leader (SSTL) employed by Leeds Women’s Aid. Quality for the service will be managed by the SSTL.

# Economic Conditions

The salary will be £24,000 per annum pro rata. Hours of work are 21 hours per week.

(\*The post with Karma Nirvana has the potential to extend to 37.5 hours per week with the agreement of both parties.)

# Relationships

Responsible to:

The Sanctuary Support Worker will be line managed by, and be responsible to, a line manager appointed by the host organisation.

# Main Duties

1. To assess support needs for individuals and families allocated by the Sanctuary Support Team Leader using risk and needs assessment procedures.
2. To structure support within a safety and support plan that will be “driven” by the service user as they identify their support needs.
3. To ensure Safeguarding standards are met and incidents are logged and reported accurately.
4. To work closely with external agencies to meet the service user’s support needs where appropriate
5. To review risk, needs and support planning on a regular basis.
6. To signpost service users to specialist agencies and solicitors to enable them to use the criminal and civil law to protect themselves and their children, as well as a wide range of other agencies as required.
7. To ensure important matters are communicated effectively and appropriately.
8. To maintain confidential records and monitoring systems.
9. To promote the SST within the communities you work.
10. In consultation with the SST Team Leader, to refer in to the LDVS commissioned service if service user is high risk, as appropriate.
11. To monitor work undertaken following agreed monitoring and evaluation guidelines and systems.

**General**

1. To attend regular SST Meetings.
2. To attend regular catch ups with the SST Team Leader
3. To undertake any other duties as may be deemed consistent with the requirements of the post.

**Person Specification**

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| **Experience** | **Essential** | **Desirable** |
| 1. Working with and assessing the needs of vulnerable adults, children and young people | 🗸 |  |
| 1. Working with other voluntary and statutory services to co-ordinate the support for service users | 🗸 |  |
| 1. Experience of undertaking structured support | 🗸 |  |
| 1. Experience of using risk assessment, safety planning and support planning tools |  | 🗸 |

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| **Understanding** | **Essential** | **Desirable** |
| 1. Domestic abuse and the impact on victims and their children. | 🗸 |  |
| 1. Sexual and honour-based violence, stalking and forced marriage |  | 🗸 |
| 1. The cultural and social context of DV&A and additional barriers and discrimination faced by oppressed groups experiencing and surviving DV&A | 🗸 |  |
| 1. The roles and responsibilities of statutory organisations in relation to vulnerable people | 🗸 |  |
| 1. Multi-agency partnerships and the issues of information sharing in domestic violence cases |  | 🗸 |
| 1. Child protection and safeguarding adults in relation to vulnerable people, children and young people | 🗸 |  |
| 1. Equality issues specifically in relation to marginalised groups | 🗸 |  |

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| **Skills** | **Essential** | **Desirable** |
| 1. Ability to form good relationships with service users whilst working within professional boundaries | 🗸 |  |
| 1. Excellent written, verbal and interpersonal communication skills | 🗸 |  |
| 1. Ability to use IT to produce reports and monitor projects | 🗸 |  |

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| **Personal Qualities & Competencies** | **Essential** | **Desirable** |
| 1. Act with integrity and respect when interacting with service users, employees, agencies and individuals | 🗸 |  |
| 1. Commitment to diversity and working in an anti-discriminatory way | 🗸 |  |
| 1. Commitment to upholding LDVS’s & Host Organisations policies and procedures | 🗸 |  |