



## Job Description

<b>Job Title</b>	Sanctuary Support Worker – Disability Specialist
<b>Salary</b>	£25,200 (pro rata based on 35-hour week)
<b>Responsible To</b>	Line Manager based at Women’s Health Matters
<b>Hours</b>	21 – 35 hours per week (dependent on funding and flexibility, to be discussed during interview)
<b>Length of contract</b>	Fixed Term Contract until March 2025 (with the potential to extend subject to funding)

**\*Please note: The role is only open to women, in accordance with the exemptions of the Equality Act 2010 - Schedule 9, Part 1.**

### Women’s Health Matters

Women’s Health Matters (WHM) was founded back in 1987 by a group of women who recognised the struggles other women in their communities were having with mental health, domestic violence, poverty, and loneliness. They came together to provide support for those women, and, through dedication and hard work, Women’s Health Matters became a registered charity in 1995.

### Sanctuary Support Team

Leeds Domestic Violence Service (LDVS) has been commissioned by Leeds City Council as part of the New Burdens Funding to provide a team of Domestic Violence & Abuse (DV&A) practitioners to deliver structured support to individuals and families living in properties where a sanctuary installation through the Leeds Housing Options (LHO) managed Sanctuary Scheme has been applied for.

The Sanctuary Support Team (SST) includes workers from a range of organisations, to ensure 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, are also be supported in this project.

The role specifically specialises in working with clients with both physical and mental disabilities.

### 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.

### **Physical Conditions**

The Sanctuary Support Worker will be managed by their line manager at WHM and based within that organisation. The post will be part of a team across a number of 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 £25,200 per annum pro rata. The hours of work are a minimum of 21 hours per week, with the option for up to 35 hours. Please indicate on your application how many hours you are able to complete.

### **Relationships**

#### Responsible to:

The Sanctuary Support Worker will be line managed by, and be responsible to WHM.

### **Main Duties**

1. To assess support needs for individuals and families allocated by the SSTL 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 develop support networks and 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 SST within communities and agencies that work with clients impacted by a disability

10. In consultation with the SSTL, 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

12. To attend regular SST Meetings.
13. To attend regular catch ups with the SSTL.
14. To undertake any other duties as may be deemed consistent with the requirements of the post.
15. To be supervised, appraised and trained in line with the organisation's policies, procedures and practices.
16. To undertake any other duties as directed by the Team Manager that may reasonably fall within the scope of the post.
17. To provide information about WHM as a whole and to people/agencies interested in the organisation's work.
18. To implement WHM policies and practices and comply with the aims of WHM at all times. To be committed to the organisation's Equal Opportunities Policy and to promote this with staff, partners, service users and carers.
19. To be aware of and employ the general practices of WHM Safeguarding and Health and Safety policies and ensure these are adhered to at all times.
20. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met.
21. To ensure information is dealt with in accordance with WHM policies around confidentiality, communications, internet, e-mail and telecommunications, and steps are taken to ensure that confidential information is secure e.g. service user data.
22. To be responsible for personal learning and development where appropriate and undertake learning and developments activities, both mandatory and optional, to increase knowledge, skills and awareness.

## Person Specification

Experience	Essential	Desirable
1. Working with and assessing the needs of vulnerable adults, children and young people	✓	

2. Working with other voluntary and statutory services to co-ordinate the support of service users with a disability.	✓	
3. Experience of undertaking structured support	✓	
4. Experience of using risk assessment, safety planning and support planning tools		✓

<b>Understanding</b>	<b>Essential</b>	<b>Desirable</b>
5. Domestic abuse and the impact on victims and their children.	✓	
6. Barriers faced by service users with a disability and the prevalence of those barriers	✓	
7. Sexual and honour-based violence, stalking and forced marriage		✓
8. The cultural and social context of Domestic Violence & Abuse (DV&A) and additional barriers and discrimination faced by oppressed groups experiencing and surviving DV&A	✓	
9. The roles and responsibilities of statutory organisations in relation to vulnerable people	✓	
10. Multi-agency partnerships and the issues of information sharing in domestic violence cases		✓
11. Child protection and safeguarding adults in relation to vulnerable people, children and young people	✓	
12. Equality issues specifically in relation to marginalised groups and an understanding of intersectionality	✓	

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
13. Ability to form good relationships with service users whilst working within professional boundaries	✓	
14. Excellent written, verbal and interpersonal communication skills	✓	

15.Ability to use IT to produce reports and monitor projects	✓	
16.Ability to network with external organisations to raise awareness of the service	✓	

<b>Personal Qualities &amp; Competencies</b>	<b>Essential</b>	<b>Desirable</b>
17.Act with integrity and respect when interacting with service users, employees, agencies and individuals	✓	
18.Commitment to diversity and working in an anti-discriminatory way	✓	
19.Commitment to upholding LDVS's & Host Organisations policies and procedures	✓	