## Role information

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| Job Title: | Women’s Justice Worker | Travel Required: | Travel Required |
| Location: | Based in West Bromwich  May need to work from Dudley occasionally | Position Type: | Full-Time (37.5 hours) |
| Service area: | Women’s Justice | Level/Salary Range: | 19968 |
| Responsible to: | Head of Service | Working Hours | 9:00am-5:00pm Monday to Friday |
| Special Conditions | | | |
| May require some work outside of 9 – 5 – Toil system in place | | | |
| Job Brief | | | |
| Facilitate the delivery of group and one to one support work with women in the criminal justice system, working closely in partnership with partner agencies, including (but not limited to) Police, CRC and NPS, to provide the most effective, seamless support to service users. | | | |

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| **Working for BCWA** | |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for.  Women’s Justice Workers must possess the skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.  BCWA listens, supports and cares |
| Commitment to safeguarding | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Main purpose** | |
| 1 | To manage and support a caseload of women in the criminal justice system |
| 2 | Manage a case load including: risk assessment; and case reviews. |
| 3 | Facilitate across the portfolio of programmes delivered at the Mariposa Project, as a lead and co-facilitator to ensure contractual obligations are met. This will include a Healthy Relationships Programme, a Healthy Emotions Programme and a Parenting Programme. |
| 4 | To attend monthly team meetings as required by the Head of Service and ensure the team is kept up to date with key information and foster an environment where the team work together |
| 5 | To manage referrals on the caseload and maintain data capture systems |
| 6 | To ensure that all service users have appropriate individual support plans, risk assessment and management plans which are regularly monitored and reviewed implemented, monitored and reviewed |
| 7 | To provide day to day support and guidance to the team with the aim of positive outcomes for service users encouraging them to become more self-sufficient by such actions as developing life skills, supporting social activities and attending legal/health appointments. |
| 8 | To participate in partnership meetings as requested by the Head of Service. |
| 9 | To ensure that high quality services are maintained by being accountable to the Team Senior and Head of Service. |
| 10 | To integrate the Mariposa female offenders project with other SWA services ensuring service users are able to access support regarding domestic and sexual violence. |

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| **Principle Duties** | |
| 1 | To escalate and de-escalate risk appropriately and communicate effectively with multi-agency teams |
| 2 | To develop and deliver safety focused individual support and risk management plan |
| 3 | To deliver evidence-based interventions to women, both on a one to one and group basis. |
| 4 | To ensure the wider organisation understands the role and function of the Women’s Justice Team |
| 5 | To take responsibility for the services case management pack and contribute to these being updated and communicated and trained out to staff |
| 6 | To be fully compliant and remain up to date with BCWA’s policies and Case Management procedures and uphold standards of best practice. To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |

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| **General Duties** | |
| 1 | To be compliant with data protection principles and GDPR |
| 2 | To develop, maintain and represent positive, collaborative working relationships with all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 3 | To attend all meetings or training as requested by the Team Senior or Head of Service. To attend supervision sessions and clinical supervision. |
| 4 | To participate in BCWA performance management processes providing robust outcomes and evaluation reports on progress within the role. |

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| **Governance** | |
| 1 | To attend management team meetings and make contributions and keep the senior leadership team up to date with the work carried out |
| 2 | To keep monitoring and statistical information up to date and contribute to reports |
| 3 | To lead the development, implementation & evaluation of strategic plans, business plans for the children’s services. |
| 4 | To participate in developing partnerships and networks within and beyond BCWA. This will include the preparation and presentation of reports and plans. |
| 5 | To ensure that all service development internally and externally is modelled on good practice. |

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| Safeguarding | |
| 1. | To ensure that safeguarding policies and procedures are adhered to at all times |

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| **Important information** | |
| 1 | This job description will be subject to review as part of the annual appraisal process. The post holder will be expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 2 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 3 | Any other duties which the Executive Director may feel necessary from time to time |

# Person Specification

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post. It should:

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| **Knowledge: You are required to:** | |
| 1 | Have a commitment to the work and philosophy of BCWA and to supporting female offenders and victims of domestic and sexual violence. |
| 2 | Have knowledge of issues affecting female offenders |
| 3 | Have knowledge of the infrastructure and policy framework around female offenders and the role of CRCs |
| 4 | Have knowledge of the dynamics and impact of domestic and sexual violence and their effects on victims |
| 5 | Understand child protection issues, and the legal responsibilities surrounding these issues. |
| 6 | Understand the principles of programme facilitation for adults. |
| 7 | Understand the remits and resources of relevant statutory bodies and voluntary agencies. |
| 8 | Understand and be committed to equal opportunities and diversity issues in policy and practice. |

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| **Experience** :**You are required to have experience of:** | |
| 1 | Working with vulnerable people. |
| 2 | Delivering group programmes and one to one support work. |
| 3 | Managing a caseload. |
| 4 | Working within a multi-agency and legislative framework. |
| 5 | Experience of delivering evidence-based interventions |
| 6 | Experience of working in an evidence-based outcomes-focussed framework. |
| 7 | Working within a tendered/formally contracted/commissioned arrangement (desirable) |

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| **Skills/ and abilities: You are required to:** | |
| 1 | Have computer literacy skills and have some experience of working with databases. |
| 2 | Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals. |
| 3 | Have strong crisis management skills and the ability to deal with stressful and difficult situations. |
| **Qualifications and Experience: You are required to:** | |
| 1 | Hold an NVQ Level 3 in relevant subject working with adults or children, or a relevant degree, or demonstrable equivalent experience, or a vocational qualification. |
| 2 | Hold an Adult learning qualification eg PTLLS (desirable) |
| **Character and Personal qualities: You will be required to:** | |
| 1 | Be compassionate and empathetic with service user’s situations. |
| 2 | Show initiative and be proactive when delivering programmes and interacting with service users and agencies you’re working with. |
| 3 | Act with integrity and respect when working with all clients, agencies and individuals. |
| 4 | Work flexibly as part of a team. |
| 5 | Be able to challenge appropriately and effectively where necessary. |
| 6 | Be optimistic about the possibility of personal growth and change. |
| 7 | Motivate individuals and agencies to move through courses of action and decision making processes. |

# Version control and Sign off

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| Job Description produced by: | Nikki Penniston | Date Produced | 20/02/2019 |
| Job Description reviewed by: | Katie Williamson | Date reviewed | 20/02/2019 |
| Job Description approved by: | Amy Parker | Date Approved | 20/02/2019 |