

Job Description

Job Title	Children/Young Person's Caseworker 12 month fixed term contract (continuation subject to funding)
Accountable to	The Board of Trustees/Chief Executive Officer
Line Manager	Chief Executive Officer
Hours of Work	21 hours per week (part time)
Salary	£22,958 (full-time equivalent) pro rata
Closing Date	5pm Friday 31 st January

Job Purpose

To carry out direct work and offer appropriate services to children and young people aged 5 – 18 years.

Job Responsibilities

1. To make initial and ongoing assessments of the needs of children / young people experiencing or affected by domestic abuse.
2. To provide support needed to the child and to refer to other relevant support services as appropriate e.g. with regards to Safeguarding children.
3. To ensure at all stages that the child's needs are prioritised and responded to with understanding.
4. To ensure that service and child / young person outcomes are identified and met and can be demonstrated to the referral agency, parent/carer, school and funding provider.
5. To advocate and liaise on behalf of the child / young person, with statutory and other agencies, should this be required.
6. To act in a consultancy / advisory capacity for external agencies.
7. To engage children / young people in identifying and designing appropriate services.
8. To hold and manage a varied and fluctuating caseload in accordance with agency guidance, policy and procedures.
9. To maintain accurate, up to date and relevant case notes on both the Case Management and Local Authority system.
10. To assist, support and supervise volunteers and students working in the agency.
11. To contribute to the development of the service and take responsibility for personal development through active engagement in supervision, team meetings, training, board meetings and agency events, as required.
12. To collect and submit appropriate data that may be required by the SWACA or by external agencies.
13. To promote the interests of the Charity by supporting fundraising and public relation events.
14. Other similar duties may be allocated from time to time, appropriate to the general character of the post.
15. It is a requirement of the post that some evening and weekend work is undertaken for which time in lieu will be authorised.

This Job Description is a representative document.

Person Specification

Specification	Assessment Method*
Essential Requirements	
Experience/Education	
Significant experience of delivering interventions to children and young people on a one-to-one and group work basis.	A/I
A relevant professional qualification e.g. youth and community, education, counselling, social work.	A
Knowledge	
An understanding of child development.	A/I
An understanding of the impact of Domestic Abuse upon children and young people.	A/I
A sound working knowledge of Safeguarding legislation and practice.	
A working knowledge of inter-agency networks.	A/I
Competencies	
Ability to deliver effective interventions to children and young people.	A/I
Ability to provide a safe and supportive environment for children and young people.	A/I
Sensitivity in working with complex family issues.	A/I
Ability to relate and engage with individuals from diverse backgrounds.	A/I
Excellent verbal and written communication skills with service users, professionals, and team members.	A/I
Ability to maintain effective liaison/working relationships with all relevant agencies.	A/I
Ability to maintain high professional standards in adherence to agency policies and procedures.	A
Ability to evaluate and monitor the impact of interventions and support the collation of service user feedback.	A/I
Ability to use IT systems.	A
Self-motivated and competent at managing own caseload.	A/I

Ability to work as a member of a multi-disciplinary team.	A/I
Ability to reflect on own practice through supervision, line management and peer-support.	A
Ability to work to SWACA's values and ethos.	A
Desirable Requirements	
An understanding of the Voluntary, Community and Faith Sector.	A

*Assessment Method: A – Application I – Interview T – Test

Notes:

1. This post is restricted to women applicants only under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.
2. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service.