

## Job Description

<b>Job Title</b>	Children / Young Person's Caseworker
<b>Accountable to</b>	The Board of Trustees / Chief Executive Officer
<b>Line Manager</b>	Head of Operations
<b>Hours of Work</b>	Hours of Work: 35hours per week (full-time)
<b>Salary</b>	Salary: £25,240 - £27,660
<b>Closing Date</b>	Closing Date: 5 pm on Tuesday 9 <sup>th</sup> April 2024

## 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 / young person and to refer to other relevant support services as appropriate, for example regarding Safeguarding children.
3. To ensure at all stages that the child / young person'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. To act in a consultancy / advisory capacity for external agencies.
6. To engage children / young people in identifying and designing appropriate services.
7. To hold and manage a varied and fluctuating caseload in accordance with agency guidance, policies, and procedures.
8. To maintain accurate, up to date and relevant case notes on both the Case Management and Local Authority system.
9. To provide (time-limited) assistance to SWACA in the delivery of the Sefton Domestic Abuse Helpline, as part of a wider SWACA staff rota supporting the SWACA Duty Officer, (as Helpline Lead).
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
12. through active engagement in supervision, team meetings, training, board meetings and agency events, as required.
13. To collect and submit appropriate data that may be required by the SWACA or by external agencies.

14. To promote the interests of the Charity by supporting fundraising and public relation events.
15. Other similar duties may be allocated from time to time, appropriate to the general character of the post.
16. 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*
<b>Essential Requirements</b>	
<b>Experience/Education</b>	
Experience in delivering interventions to children and young people on a 1:1 and group work basis	A/I
A good standard of secondary education to GCSE level or equivalent	A
A relevant qualification, e.g. youth and community, teaching assistant, counselling	A
<b>Knowledge</b>	
An understanding of child development	A/I
An understanding of the impact of Domestic Abuse on children and young people	A/I
A sound working knowledge of Safeguarding legislation and practice	A/I
Working knowledge of inter-agency networks	A/I
<b>Competencies</b>	
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
<b>Desirable Requirements</b>	
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.