**Job Description**

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| **Job Title** | Adult Caseworker (Male Victim / Survivor Service) |
| **Accountable to** | The Board of Trustees/Chief Executive Officer |
| **Line Manager** | Chief Executive Officer |
| **Hours of Work** | 16 hours per week (part time)  |
| **Salary** | £25,254 to £27,622 (Depending on experience) |
| **Closing Date** | 7th March 2025 |

**Job Purpose**

To provide a direct service to male victims/survivors of domestic abuse via 1:1 or group work.

**Job Responsibilities**

1. To conduct person centred advice and support sessions to assist the service user with the development of his personal plan.

2. To liaise with SWACA team members when necessary.

3. To provide advocacy on behalf of the service users with external agencies, where appropriate.

4. To hold and manage a varied and fluctuating caseload in accordance with agency guidance, policy and procedures.

5. To maintain accurate, up to date and relevant case notes on both the SWACA Case Management and Local Authority systems.

6. To act in a consultancy/advisory capacity for external agencies.

7. To undertake risk assessments and support needs analysis with service users and develop

individual service risk/support plans.

8. To assist, support and supervise volunteers and students working in the agency.

9. 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.

10. To collect and submit appropriate data that may be required by the SWACA or by external agencies.

11. To promote the interests of the Charity by supporting fundraising and public relation events.

12. To provide specialist advice to other workers and agencies, including participation in delivery of

training sessions.

13. Other similar duties may be allocated from time to time, appropriate to the general character of the post.

14. It is a requirement of the post that some evening and weekend work is undertaken for which time in lieu will be authorised.

**Person Specification**

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| Specification | Assessment Method\* |
| **Essential Requirements** |  |
| **Experience/Education** |  |
| Significant experience of delivering interventions to service users on a 1:1 basis. | A/I |
| **Knowledge** |  |
| An understanding of the impact of domestic abuse upon adults, children, and young people. | A/I |
| A sound working knowledge of safeguarding legislation and practice, including domestic abuse. | A/I |
| A working knowledge of multi-agency approaches and networks. | A/I |
| An understanding of the nature / role of domestic abuse related service provision. | A/I |
| **Competencies** |  |
| Ability to deliver effective interventions for, and with, individual adults. | A/I |
| Ability to provide a safe and supportive environment for individuals who may have experienced domestic abuse. | 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. Due to the nature of our work, it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service.