



## BACKGROUND TO BRADFORD WOMENS AID

Bradford Women's Aid was set up by feminist activists in 1985 to provide refuge and support services for women experiencing domestic abuse. It is both a charitable organisation and a limited company. Bradford Women's Aid has changed and developed over the years and today the refuge, outreach and resettlement services provide assistance to over 600 women and children each year.

The outreach service was developed in 1998 to offer practical and emotional support, assistance and information to women experiencing domestic abuse living in the Bradford area.

The resettlement service was developed in 2001 to offer practical and emotional support, assistance and information to women experiencing domestic abuse who were moving out of refuge or other supported accommodation and into independent accommodation.

Bradford Women's Aid is governed by a voluntary management committee with the manager having overall responsibility for the smooth running of the organisation as a whole and with team leaders having responsibility for the day to day management of each of the services. The management ethos of the organisation is consultative but also directive.

## JOB DESCRIPTION FOR ASIAN RESETTLEMENT WORKER

The following information is designed to help staff to understand and appreciate their role at Bradford Women's Aid. However the following points should be noted:

Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore are included in the Job Description. Staff should not refuse to undertake work, which is not specified here, but should record any additional duties they are required to perform and bring them to the notice of the team leader.

## PRIME OBJECTIVES OF THE POST

1. The role of the Asian Resettlement Worker is to provide resettlement support services, including language support to predominantly Asian women who are currently in the refuge or other supported accommodations and who are moving into their own tenancies.
2. To share in the responsibility for the day to day running of the resettlement service in line with Bradford Women's Aid policies and procedures.
3. To work with women to develop their skills to enable them to access support services when taking up permanent accommodation.
4. To assist women in acquiring basic skills, such as decorating, small joinery tasks etc.

## SUPERVISION AND GUIDANCE

This post will be accountable to the Resettlement Team Leader who has line management responsibility for this post and who will provide regular supervision sessions and an annual appraisal.

This post will also have shared responsibility for supervising the work of volunteers and students on placement.

## PERSONAL RESPONSIBILITIES

To fully understand the aims, objectives and ethos of Bradford Women's Aid and to reflect these in carrying out the work.

To implement the aims and objectives of Bradford Women's Aid including the Equal Opportunities Policy and all other policies and procedures and to use the correct procedures for recommending change.

To maintain a high degree of professionalism at all times.

To take responsibility for assets, materials, safe-keeping of keys, cash and equipment used in pursuance of duties.

To take responsibility for participating in regular structured supervision sessions with the Resettlement Team Leader.

To work within budgetary constraints.

<h3>Confidentiality</h3>
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The post holder will have access to confidential information and is responsible for ensuring that she maintains a strict code of confidentiality at all times.

## RANGE OF DUTIES

### **Women and Children**

To ensure that all women and children who become resettlement clients receive all the practical, emotional, cultural and language support necessary to enable them to move into independent living and maintain their tenancies.

To support and assist women to take responsibility for everything necessary for independent living including familiarising with their new area (schools, GP etc), setting up and maintaining utility accounts, financial management, accessing furniture and learning basic DIY skills.

To meet regularly with women in their own homes to provide support and information in relation to meeting their welfare, legal, health, educational, social needs and to provide practical assistance where required.

To provide accompaniment and advocacy for women in relation to dealing with housing, solicitors, social care, courts, CAFCASS etc.

To attend regular meetings with the Team Leader to report back on work undertaken with clients.

To take referrals, undertake risk assessments and provide key work support for women to include support planning using the support planning system.

To provide opportunities for consultation with residents and for participation in decisions about how the resettlement service should be run

To ensure that risk assessments are carried out in relation to particular support tasks such as court accompaniment and appropriate action taken (such as two workers going).

To signpost clients to health, welfare, legal or other services where appropriate

To encourage the growth of self-confidence in women by providing opportunities for attending classes, courses etc.

To encourage positive and constructive interaction between mothers and children

### **Administrative Responsibilities**

To ensure that clients apply for housing benefit and community care grants at the soonest opportunity prior to moving into their new tenancies.

To maintain clear, concise, accurate and up to date client records.

To share responsibility for the collection and collation of monitoring statistics and for the preparation of reports as required.

To attend team meetings, staff meetings and any other meetings as required including occasional evening meetings such as management committee meetings.

To undertake other necessary administrative tasks as required.

**Working in Partnership with Other Agencies**

To liaise with all the relevant voluntary and statutory agencies and advocate in support of residents.

To attend external meetings and forums as required.