



Information for Candidates:

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. Bradford Women's Aid (both a charitable organisation and a limited company) has developed over the years to provide assistance to over 300 women and children each year.

In 1998 outreach services were developed to offer practical and emotional support, assistance and information to women living in the Bradford area who are experiencing domestic abuse. Volunteer services were also developed at this time.

In 2001 resettlement services were developed to offer practical and emotional support, assistance and information to women moving out of refuge or other supported accommodation and into independent accommodation.

Bradford Women's Aid is governed by a voluntary Management Committee who delegate overall responsibility for the smooth running of the organisation to the Manager who in turn delegates the day to day management for each individual service to a Team Leader. The management ethos of the organisation is consultative but also directive.

JOB DESCRIPTION FOR ASIAN REFUGE 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 Manager.

Prime Objectives Of This Post

To share responsibility for the smooth running of the refuge on a day to day basis and ensure that work is carried out to a high professional standard, according to the organisation's policies and procedures and in keeping with the ethos of Bradford Women's Aid.

The post holder will work primarily but not exclusively with Asian women in the refuge as part of a team to provide refuge accommodation and support for women and children who have experienced domestic abuse.

To work provide the necessary language and cultural support for Asian women and children in refuge so that they can access relevant services appropriate to their needs.

To participate in the out of hours on-call rota.

Accountability and Responsibility

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

The Asian Refuge worker will also have shared responsibility for supervising the work of volunteers and students on placement in the refuge.

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 make decisions in isolation when required, in relation to day to day running of the refuge.

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 Refuge Team Leader.

To work within budgetary constraints.

Confidentiality

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 receive a warm welcome on their arrival in the Refuge and ensure that they receive the appropriate levels of practical and emotional support during their stay.

To take referrals, undertake risk assessments and admit new residents ensuring that they fully understand their responsibilities according to the Licence Agreement.

To provide key work support for women to include undertaking assessment and support planning using the Individual Support Plan.

To provide opportunities for consultation with residents and for participation in decisions about how the Refuge 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 provide support for women with finding permanent housing and to ensure that suitable accommodation is obtained for move on, in accordance with our move on strategy.

To signpost residents for health, welfare, legal or other services where appropriate

To promote an ethos of mutual support and self help among residents

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

To encourage positive and constructive interaction between mothers and children

Administrative Responsibilities

To ensure that residents apply for Housing Benefit and that they pay their service charges on a weekly basis. To ensure that all payments are recorded and receipts issued.

To maintain accurate up to date records.

To ensure that responsibility is taken for accurate recording of all financial transactions to do with petty cash, rent and any other income and expenditure.

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.

Housing Management

To ensure that all residents understand and comply with the House Rules and Licence Agreement especially in regard to payment of service charges and ensuring that the required standards of hygiene are maintained.

To facilitate House Meetings and ensure that minutes are taken.

To deal with conflict and disputes between residents.

To ensure that the refuge and its facilities are well maintained at all times by carrying out monthly Health and Safety Inspections and reporting repairs to Accent as appropriate.

In absence of the Housekeeper, to ensure that rooms are ready for occupation. This may include changing and laundering bedding, moving light furniture and cleaning.

Working In Partnership with Other Agencies

- Liaise with all the relevant voluntary and statutory agencies and advocate in support of residents.
- Attend external meetings and forums as required.