

# BRADFORD WOMEN'S AID – PERSON SPECIFICATION

**POST:** Asian Refuge Worker



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of working in a supportive capacity with women who have experienced domestic abuse.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working in a residential setting.</li> <li>2. Experience of working within in a voluntary sector organisation.</li> <li>3. Experience of partnership working and networking with other agencies.</li> </ol>	Application form and interview.
<b>Special knowledge and Skills</b>	<ol style="list-style-type: none"> <li>1. Ability to speak Urdu/Punjabi.</li> <li>2. Knowledge and understanding of the needs of women who have experienced domestic abuse and of the barriers faced by South Asian women when accessing services.</li> <li>3. Welfare benefits and of legislation around housing, immigration, domestic abuse and safeguarding children.</li> <li>4. Excellent communication skills.</li> <li>5. Ability to relate positively to women and children and an active commitment to user involvement.</li> <li>6. Awareness of equality and diversity issues and the ability and commitment to relate this to practice.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge and understanding of monitoring and evaluation and working to meet internal and external targets.</li> <li>2. Legislation around domestic abuse.</li> <li>3. Understanding of risk and how to carry out risk assessments.</li> <li>4. Time management skills.</li> <li>5. Practical skills related to resettlement.</li> <li>6. I T skills</li> </ol>	Application form and interview.

<b>Training</b>	<ol style="list-style-type: none"> <li>1. Relevant training appropriate to post.</li> <li>2. Willingness to attend further training and to develop.</li> </ol>	<ol style="list-style-type: none"> <li>1. Moving and handling.</li> <li>2. Debt management.</li> </ol>	Application form and interview.
<b>Practical and Intellectual Skills and Qualifications</b>	<ol style="list-style-type: none"> <li>1. Computer literacy skills.</li> <li>2. Good standard of numeracy and literacy.</li> <li>3. Ability to write clear concise and accurate reports.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant qualification e.g. CQSW, Dip Social Work, Youth and Community Work or relevant degree.</li> </ol>	Application form and interview.
<b>Disposition and Attitude</b>	<ol style="list-style-type: none"> <li>1. Ability to work professionally and effectively within a hierarchical management structure.</li> <li>2. Ability to work as part of a team and on own initiative.</li> <li>3. Understanding of confidentiality and how to maintain it.</li> </ol>		Application form and interview.
<b>Personal Circumstances</b>	<ol style="list-style-type: none"> <li>1. Eligible to work in the UK.</li> <li>2. Able to work flexibly as required including participation in the out of hours on call rota.</li> <li>3. Good physical health and reliable health record.</li> </ol>	<ol style="list-style-type: none"> <li>1. Car owner / driver with full and clean licence.</li> </ol>	Application form and interview.