



## Job Description

**Job title:** Intervention Programme Worker

**Salary:** £24,646- £26,999 pa depending on experience– Pro Rata for part -time

**Responsible to:** Service Manager

**Responsible for:** Sessional workers and Volunteers

**Hours** 37 hours

### Fixed Term Funded Post

The funding for this service will run through to the end of the September 2021 with the possibility of extension

### Job Purpose

To undertake individual sessions and group work with people who use intimate partner abuse in their relationships, in a way that prioritises the safety of those at risk from domestic violence. The post holder is expected to work in line with the Respect Service Standards for Domestic Violence Prevention Services.

### Duties and Responsibilities

#### Client work and liaison

1. To conduct violence prevention work in a way that shows an understanding of domestic violence and its effects on partners, ex-partners and children
2. To lead with a co-worker a structured violence prevention programme for men who have been abusive towards an (ex-)partner
3. To lead with co – worker a structured programme relating to domestic violence and abuse, parenting, and domestic abuse awareness
4. To conduct appointment-based assessments with potential clients to assess their suitability for the violence prevention programme based on specific aims and criteria, submitting reports to social services and other agencies as necessary
5. To conduct meetings with clients and other professionals as necessary
6. To liaise with other agencies as appropriate, attending core group and case conferences as required

7. To take part in casework meetings with Service Managers and Partner organisations about the progress of the intervention work and to ensure that the safety of those at risk from domestic violence remains at the forefront of all work
8. To implement actions agreed in casework discussions
9. To assist in presentations, workshops, and training on the project
10. To assist in representing the project as required at meetings, seminars, and conferences

### **Sessional workers and volunteers**

1. To provide day to day support, advice and back up to sessional workers and/or volunteers
2. To assist and support sessional workers/volunteers
3. To assist in recruitment, selection and training of sessional workers/volunteers

### **Administration**

1. To assist with collecting information needed for monitoring purposes
2. To maintain up to date information on legal, housing and welfare issues relevant to domestic violence
3. To assist the Service Manager in producing statistical and other reports on work to meet the requirements of commissioners and co-operating in the ongoing evaluation of the project
4. To maintain appropriate and GDPR compliant client records
5. To undertake evaluation questionnaires with women and men using the Jenkins Centre

### **Other**

1. To attend and contribute to weekly and monthly team meetings within the partnership
2. To assist the wider team as required
3. To attend and contribute to weekly risk and case management meetings
4. To attend and contribute to treatment management reviews and meetings
5. To attend line management sessions as requested and to provide information on client work, service delivery and organisational issues to the line manager
6. To implement decisions agreed in line management meetings
7. To participate in development policy, strategies and working practices by attending meetings and giving feedback as appropriate to others doing this work
8. To actively participate in the local forums, conferences supporting the development of effective responses to domestic violence.
9. To assist with general cover of the office
10. To conduct all work in a way that reflects the aims and principles of the project, in particular policies on anti-discriminatory practice, equal opportunities and confidentiality
11. To keep up to date with domestic violence issues and participate in relevant training as required
12. To prepare and develop training as an when required

13. To undertake other duties as reasonably requested

## Person Specification

Area	Criteria
<b>Education &amp; training</b>	<p><b>Desirable</b></p> <p>An honours degree or equivalent qualification (or alternatively substantial relevant experience) is essential.</p> <p>A relevant professional qualification such as CQSW, Diploma in Counselling.</p>
<b>Experience &amp; Knowledge</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. An understanding of the nature of domestic violence and its effects on women and children</li> <li>2. An understanding of why some men use abusive behaviours towards women in relationships and the range of models used in addressing this behaviour</li> <li>3. Experience of providing one-to-one counselling, or group work with men</li> <li>4. Experience of co-facilitating groups</li> <li>5. Experience of working in domestic violence and abuse or child protection</li> <li>6. An understanding of the child protection system</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. An understanding of risk factors in perpetrators of domestic violence</li> <li>2. An understanding of domestic violence in the context of women's violence towards male partners, domestic violence in same sex relationships, young people's violence towards parents and so called honour based violence</li> <li>3. An understanding of the criminal justice system in relation to domestic violence and the other legal options available to those experiencing domestic violence</li> <li>4. Experience of working with men on the issues of violence and abuse towards women</li> <li>5. Experience of liaising with social workers and other professionals from a range of statutory and voluntary agencies</li> <li>6. Experience in a working with clients in a mental health and/ or substance misuse setting.</li> </ol>
<b>Personal Attributes</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. The ability to communicate clearly with a range of people both over the telephone, online and in person, sometimes over sensitive and/or</li> </ol>

- complex issues
2. Motivated and enthusiastic
  3. Ability to operate with a high degree of confidentiality
  4. Ability to work to tight deadlines and to take responsibility for meeting agreed targets
  5. Ability to work on own initiative, to be proactive and take responsibility for workload.
  6. Ability to work independently and as part of a team towards a common objective
  7. Commitment to continuing professional development
  8. Ability to recognise discrimination, in its various forms, and to take appropriate action
  9. Willingness to work flexibly, as and when required
  10. Excellent influencing skills
  11. Diplomacy and strong negotiation skills
  12. The ability to manage your own administration and to maintain effective administrative systems

**Attitude****Essential:**

1. Demonstrate an understanding of Anti-Discriminatory Practice in service delivery and a commitment to implementing Anti-Discriminatory Practice in relation to job responsibilities
2. Demonstrate an understanding of and a commitment to work in accordance with the Confidentiality and Equal Opportunities Policies
3. Demonstrate an understanding of and commitment to work in accordance with the objectives and principles of the Respect Service Standard
4. Demonstrate a willingness to work within an organisation which works both with perpetrators of and with victims who have experienced domestic violence
5. Demonstrate a willingness and ability to work flexibly including some evenings

**IT skills****Essential**

1. Knowledge of and familiarity with Microsoft Office applications,
2. including Word, PowerPoint and Excel.
3. A competent user of Outlook and the Internet
4. Ability to use computerised monitoring systems.