



Freephone Support Line: 0808 802 5555

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**Early Intervention Worker – Ref: EIW040436**

36 hours per week

£24,092-£26,919 per annum (position on scale dependent on experience)

Fife Women's Aid are expanding our early intervention response and are looking to recruit a full-time support worker to join our Women's Support Team.

Candidates should have good communication skills and a passion for supporting recovery from domestic abuse.

The successful applicants will have at least SVQ Level III or equivalent level of qualification in health and social care or other relevant subject, or a willingness to work towards a qualification.

The successful applicant will be able to demonstrate a high degree of motivation and have the ability to work on their own as well as part of a team. An ability to cover on-call is an advantage (additional payments are made for this role).

Please join us for an online session to find out more about FWA women's services. This will be at **6.30pm on Wednesday 17<sup>th</sup> April 2024**. Please confirm your attendance to [info@fifewomensaid.org.uk](mailto:info@fifewomensaid.org.uk) and we will send you details of the zoom meeting. We hope to see you there.

If you would like further information about the post, please contact Gill Birtley at [gill.birtley@fifewomensaid.org.uk](mailto:gill.birtley@fifewomensaid.org.uk) to arrange a call.

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

Applications must meet the person specification to be shortlisted.

Closing date: **4.30pm on Wednesday 24<sup>th</sup> April 2024**

Interviews will be held: **Tuesday 7<sup>th</sup>/Wednesday 8<sup>th</sup> May 2024**

**Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.**



Dear Applicant,

Thank you for your interest in the post of:

**Early Intervention Worker – Ref: EIW040436**

This document provides information on the Job Description and Person Specification for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather, we did not store your details please inform us.

Our Privacy Statement is available on our website

<http://www.fifewomensaid.org.uk/privacy-notice/notice/>

**The closing date for applications is 4.30pm on Wednesday 24<sup>th</sup> April 2024**

**Interviews will be held on Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> May 2024**

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

*Kate McCormack*

Kate McCormack  
CEO

## JOB DESCRIPTION

<b>Job Title:</b>	Early Intervention Worker – Women's Support Service
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**Job purpose** The purpose of the post is to provide confidential, safe and supportive information, advice, advocacy and support to women who contact Fife Women's Aid as well as assessment and provision of short-term intervention to meet immediate needs. The role is part of the Womens Support Service at FWA and will involve working towards the objectives of the team and organisation.

**Reporting to** Team Senior

### Main duties

1. To provide a trauma-informed and person-centred service to women who make contact with FWA, assess and identify the needs of both the women and any accompanying children, to promote safety and enable women to make informed choices.
2. To provide advice and advocacy, signposting women to other agencies when necessary for information on welfare rights, legal rights, housing options, support for children or other matters.
3. To carry out assessment with women accessing refuge accommodation when required.
4. To admit women and children to refuge accommodation when required.
5. To carry out assessment with women in the community to identify short and longer term needs.
6. To provide short-term intervention for women to meet immediate needs.
7. Where longer term support is required, to ensure women are placed on the correct waiting list for an appropriate service to meet their needs.
8. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up-to-date.
9. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.
10. To provide cover for FWA 24 hour support line as required.
11. To promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse.
12. To adhere to FWA policies and procedures.
13. To work within the policies, procedures and standards required by legislation, policy,

funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.

14. To maintain up-to-date knowledge on legislation, national policy and other developments affecting families who have experienced domestic abuse.
15. To contribute to service and organisational objectives.
16. To participate in service planning and development.
17. To promote equality and anti-discriminatory practice.
18. To show commitment to ongoing personal development.
19. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

## PERSON SPECIFICATION

<b>Qualifications, training and relevant experience</b>	<b>Essential</b>	<b>Desirable</b>
At least SVQ Level III or equivalent level of qualification in health and social care or other relevant subject <b>OR</b> willingness to work towards qualification	<b>E</b>	
2 years of experience in a social care setting (employed or voluntary)		<b>D</b>
The post holder must become registered by SSSC.	<b>E</b>	
<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of the impact of domestic abuse		<b>D</b>
Knowledge of child and adult protection		<b>D</b>
Understanding of trauma informed approaches		<b>D</b>
Good listening skills, written and verbal communication ability and direct support skills	<b>E</b>	
Evidence of ability to deal with varying and complex needs		<b>D</b>
Good organisational & IT skills appropriate to level and type of job	<b>E</b>	
Ability to prioritise, work on own initiative and within a team to achieve objectives	<b>E</b>	
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a positive, person-focused and team-working approach to practice	<b>E</b>	
<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equal opportunities and anti-discriminatory practice	<b>E</b>	
Able to work flexibly and to do evening and weekend work when required	<b>E</b>	

Ability to cover 24 hour support line if required		<b>D</b>
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	<b>E</b>	
Membership of PVG Scheme required	<b>E</b>	

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

**Organisational culture**

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community