

Bawso

Staff Person Specification Form

Requirement of Applicants

The person appointed must fulfil the following requirements or have the potential to do so quickly through available training

POST: RELIEF SUPPORT WORKER

Project: Support

REQUIREMENTS

ESSENTIALS

DESIRABLE

HOW IDENTIFIED

1. PHYSICAL REQUIREMENTS

Low absence rate/Good attendance

Reference check

2. EDUCATION/ QUALIFICATIONS GENERAL INTELLIGENCE

Good General Education

Able to grasp ideas and concepts easily

Application Form,
Interview and Copy
Certificates

3. PREVIOUS EXPERIENCE

Substantial experience of providing support to vulnerable women including casework experience with women who have experienced violence.

Experience of advice giving (paid or unpaid) in welfare rights, housing, advocacy work, campaigning, outreach work and domestic violence.

Experience and knowledge of carrying out assessments and developing support plans from these.

Experience and knowledge of managing caseloads, (assessing need, assessing risk, planning, implementing/ accessing and evaluating care).

Experience of past or present involvement with women's group and Black & minority ethnic community organisations in a working or voluntary capacity.

Application Form,
Interview, Test and
reference check

4. SKILLS, KNOWLEDGE, ABILITIES

Basic Counselling Skills

Knowledge of issues and legislation relating to the physical, mental or sexual abuse of women.

A well informed commitment to achieving equal opportunities through practical implementation of anti-discriminatory practices and a working knowledge of equality legislation, e.g. Race Relations Act, Sex Discrimination Act, Disabled Persons Act.

An understanding of the issues affecting Black and Minority Ethnic women particularly in the context of their cultures, traditions, values and in an environment where racism and sexism are prevalent.

Knowledge of and an understanding of the service provision for Black and Ethnic Minority women and children and the barriers of accessing such services.

Knowledge of other
support services.

Application Form,
Interview and reference
check

REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
4. SKILLS, KNOWLEDGE, ABILITIES			
	Understanding of trafficking and how it affects women. (Human Trafficking Role Only)	Knowledge of the various local minority communities.	Application Form, Interview and reference check
	Understanding of the causes and realities of prostitution and trafficking and a commitment to developing effective responses. (Human Trafficking Role Only)		
	Awareness of issues which might affect the management of tenants in shared housing.		
	An understanding of the support needs of tenants moving in to permanent housing.		
	Some knowledge of housing, welfare benefits and community care legislation.		
	Ability to communicate assertively with a wide range of people.		
	Ability to self - service and produce documents to a good standard using word processing package.		
	Ability to write clear and precise reports on complex issues.		
	Ability to work under pressure and with users who may be demanding or have high support needs.		
	Ability to work independently and on your own initiative, organise and prioritise workload, with minimal supervision.		
	Ability to learn quickly and adapt to new situations as necessary.		
5. ATTITUDE, APTITUDES, PERSONAL CHARACTERISTICS			
	Flexible and adaptable to change.		Application Form, Interview and reference check
	Motivated and well organised.		
	Good interpersonal skills		
	Discreet		
6. OTHER REQUIREMENTS			
	Ability to work unsociable hours, including emergency on-call duties (training will be given).	An ability to speak read and write one or more of the minority languages.	Application Form, Interview and reference check
		A clean driving license and access to a car.	