

## Job description

<b>Job title:</b> Caseworker
<b>Reports to:</b> Casework co-ordinator/Casework Team Leader
<b>Main purpose of job:</b> Offering specialist support in group and 1:1 settings
<b>Venue:</b> Well Women Centre and venues across the Wakefield District
<p><b>Working hours/pattern:</b> 37.5 hours per week Monday to Friday, Tuesday evening (8pm) is essential. Working patterns to be negotiated depending on organisational requirements Job share considered for right candidates. 1-year fixed term with an intention to make permanent on the outcome of current funding applications <i>Please note that it is a genuine occupational qualification that a female takes on this role, and the post is exempt under section 7 (2) (e) of the Sex Discrimination Act 1975</i></p>
<b>Salary:</b> £28,378.35 - £29,815.00 pro rata, dependent on experience

### Main tasks

	Task	Expected standards
1	Clinical practice / Service delivery	<p>Deliver psycho-educational and emotional support interventions in one to one and group settings, both in the community and within the centre.</p> <p>Offer planned guided self-help interventions.</p> <p>Act as an advocate/liaison for clients with internal &amp; external services.</p> <p>Set up and co-facilitate support groups and courses, and deliver age specific psycho-educational and emotional support interventions in one to one and group settings, both in the community and within the centre for young women age 16+</p> <p>To contribute to developing individual treatment pathways for women presenting with multiple and complex issues, promote the development of peer support groups.</p> <p>To work with appropriate cultural awareness/sensitivity and knowledge of the particular health and wellbeing needs of women from BAME communities.</p> <p>Develop and run presentations &amp; CPD training events promoting and educating staff, volunteers and other professionals about cultural issues in the area. Develop effective links with local and national agencies relevant to your specialist area.</p> <p>Identify further areas of opportunity and service development.</p> <p>Contribute to the ongoing development of systems and procedures with support from the Casework Co-ordinator/Team Leader.</p>

		<p>Provide Safeguarding support to centre staff. As a dedicated Safeguarding Lead, you will advise workers, record risk in line with the organisation's robust Risk management system and sharing information where appropriate to manage risk and maintain safety.</p>
2	Administration	<p>Manage own caseload, group sessions timetable and individual appointments.</p> <p>Maintain accurate data collection and database recording for all aspects of your work.</p> <p>Contribute to contract compliance meetings and reports when appropriate.</p> <p>Input into overall service evaluation, monitoring and review.</p> <p>Perform other general administration and office duties.</p>
3	Professional Development	<p>Seek out and use opportunities for CPD.</p> <p>Maintain up to date personal training standards in safeguarding issues.</p> <p>Ensure understanding of safeguarding requirements is thorough and up to date.</p> <p>Ensure work undertaken for the WWC is grounded on current best practice and effective approaches.</p> <p>Attend and effectively use line management, supervision and support systems.</p> <p>Participate in individual performance reviews and respond to agreed objectives.</p>
4	Communication and Teamwork	<p>Promote and model good practice amongst all staff in relation to clinical practice and data collection.</p> <p>Work collaboratively with the rest of the WWC.</p> <p>Promote the development and maintenance of good relationships with partner organisations.</p> <p>Employ appropriate written and verbal communications with rest of team and WWC staff.</p> <p>Keep up to date with range of services offered by WWC and appropriate referral routes.</p>
5	Policies and Procedures	<p>Work within current WWC policies and procedures and contribute to the development of new ones as need arises.</p> <p>Maintain WWC ethos, standards, policies and procedures in all settings whilst cooperating with ethos and procedures of host organisations.</p> <p>Seek appropriate supervision from WWC if conflicts in policies and ethos emerge.</p>

6	Other	<p>All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the general public.</p> <p>Ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Confidentiality Policies.</p> <p>Carry out other associated duties, as may arise from time to time to support the smooth running of the service and the centre.</p>
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This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. You may be required to carry out additional tasks within your capability as necessitated by your changing role within the organisation and to meet the needs of the organisation.