



To apply for this role, please submit a full CV, together with a covering letter to

matt@willowdenefarm.org.uk

For more information, or if you have any question, please contact Susanah Stennett:

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Job Description

Job Title: **Female Women's Centre Residential Worker**
(This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010)

This post is exempted from the Rehabilitation of Offenders Act 1974.

Location: **Willowdene Women's Centre, Chorley, Shropshire**

Salary: **The salary band for this role is £21,500 to £24,500 per annum**
Extra payment of £50.00 per sleep-in shift (approx. 1-3 shifts per week)

Hours: **39 hours per week**

Responsible to: **Director of Care**

Background to the project

Willowdene has offered residential rehabilitation programmes for over 30 years, and from 2010 has specialised in provision for women by running the only alternative to custody programme for women in the country. Women complete programmes of between 7 and 12 weeks duration instead of a term of imprisonment, as well as within the terms of community based sentences, prison release licences, or as a diversion from the criminal justice system. Programmes are also available to substance misuse agencies for women with presenting substance misuse issues. Intervention is founded on a trauma informed and focused approach to address the root causes of offending, alongside a holistic bespoke care and recovery plan to address each woman's needs. Women also complete qualifications across a range of vocational areas and participate in a positive daily routine.

Aim:

Willowdene is recruiting a Senior Women's Centre Linc Worker to lead an expanding team (initially three staff, increasing to over five by year 5) to work with women within the criminal justice system. The Senior LINC Worker will be based at Willowdene as well as within locations in West Mercia communities to develop strong partnership relationships with both referrers and relevant local services and to develop the team to provide support to women via holistic, trauma informed assessment and intervention to reduce offending. The Senior LINC worker will carry their own caseload as well as overseeing the processes and systems which provide the framework for the project

Purpose of the role:

- To support people using our services progress on their recovery journey.
- To assist with the safe and successful daily running of the service.
- To work as part of a team towards agreed service/contract targets.

Key Tasks:

- 1 Build excellent professional pro-social relationships with referred women by completing a full assessment in a trauma informed way and supporting women to fulfil its aims.
- 2 Support and promote needs in relation to protected characteristics.
- 3 Develop domestic management, finance management and tenancy sustainment skills with people using the service.
- 4 Support people using services in the development of emotional management skills, personal and life skills.

- 5 Participate in the weekly rota system and provide on call duties overnight and at the weekends to people using services.
- 6 Accurately maintain all recording systems – paper based and computerised - ensuring compliance with Willowdene procedures.
- 7 Provide regular reports as required.
- 8 Promote a safe and supportive environment via interaction with residents and maintenance of house rules and procedures.
- 9 Work as a team with other staff, and communicate effectively with each other
- 10 Administer medication at designated times as prescribed.
- 11 Communicate with the Residential Lead verbally and in writing about residents' progress and behaviour and developments with residents.
- 12 Carry out checks on the building as required in terms of security and health and safety.
- 13 Comply with Willowdene's Health & Safety policies and procedures.
- 14 Pro-social model and complete domestic duties such as cleaning specific areas, making beds, ordering supplies.
- 15 Answer the telephone and take messages as required.
- 16 Maintain confidentiality in communicating personal matters to other staff.
- 17 Follow all organisational procedures, for example in relation to: health and safety, safeguarding, missing persons, first aid, accident and incident, medication, whistleblowing.
- 18 Participate in regular support and supervision from line management.
- 19 Attend and participate in regular staff meetings as required.
- 20 Keep up to date with organisational developments.
- 21 Continuously developing professional knowledge and expertise, attending mandatory training and other appropriate training or development events as and when required.
- 22 Carry out such other duties as may be reasonably required by the Residential Manager.

This list should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this role and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post holder is expected to work within policies and procedures of Willowdene and be committed to our ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.

The post holder must be aware of individual responsibilities under the Health and Safety at Work Act 1974 and identify and report as necessary any untoward accident, incident or potentially hazardous environment. This appointment is subject to receipt of a satisfactory enhanced DBS disclosure.

Basic Terms and Conditions of Employment

Status:	This is a permanent post subject to the satisfactory completion of a six-month probationary period.
Holidays:	30 days holiday per annum (including statutory Bank Holidays)
Benefits:	Contributory pension scheme upon completion of three months' service Commitment to formal supervision and staff support.
Training:	Willowdene is committed to training as an integral part of staff development and offers a wide range of in-house training courses.

PERSON SPECIFICATION

Job Title: Residential worker

Location: Willowdene

Factor	Essential	Desirable	Method of Assessment
Knowledge and Experience	<p>Previous experience of working with people with complex needs, which demonstrates a flexible approach and the ability to offer tailored support which fits individual need</p> <p>Experience of and a commitment to working positively in partnership with a range of statutory and voluntary agencies</p>	<p>Understanding and knowledge of working within the criminal justice sector and substance misuse issues</p> <p>Experience of working with mothers and families</p> <p>A sound knowledge of child protection & safeguarding issues and a proven track record of raising concerns.</p> <p>Experience of working in the voluntary sector</p> <p>Experience of working in a residential setting</p> <p>Knowledge of a range of relevant local services and women's entitlements</p> <p>A good basic knowledge of welfare benefits</p>	A, I, R
Skills and Abilities	<p>The ability to deliver support as per the requirements of both the service contract and the internal quality audit framework requirements</p> <p>Ability to advocate for the needs of vulnerable women</p> <p>Ability to plan, prioritise, meet deadlines and manage competing demands</p> <p>Good inter-personal skills which enable you to build and maintain effective working relationships with clients, colleagues and stakeholders, within an organisation, a team and with external partners</p> <p>Able to work effectively unsupervised and as part of a team</p> <p>Ability to adapt your approach when</p>		A, I, R

	<p>working with different groups, e.g. clients, colleagues, partner agencies and stakeholders</p> <p>Ability to evaluate and work reflectively</p> <p>Good risk assessment and risk management skills</p> <p>Ability to undertake data recording, evaluation and report-writing</p> <p>Computer literate with good administrative, recording and reporting skills</p>		
Personal Qualities	<p>A non-judgemental, respectful and empathic approach</p> <p>Confidence to work both on your own initiative as well as part of a team</p> <p>An understanding of the need to establish and maintain clear professional and emotional boundaries</p> <p>The ability to build trusting relationships and show respect to others, and an awareness of the impact of your own behaviour on others</p> <p>Treats everyone fairly and consistently</p> <p>Committed to identifying and challenging injustice, discrimination and prejudice</p> <p>Willing to adapt to changing circumstances and a creative work environment</p> <p>Committed to personal and professional development and training</p>		A, I, R
Other	<p>Enhanced Disclosure from the Disclosure & Barring Service. (Requested by Willowdene if appointed)</p> <p>Full driving licence</p> <p>Able to participate in a 24 hour/7 day week shift rota, undertake on call duties and stay away from home at night.</p>	<p>Access to own transport with appropriate business insurance</p>	A, D, I, R

Method of Assessment: A = Application Form D = Documentation I = Interview
 T = Test/Exercise P = Presentation R = Reference