

# **The Sussex Beacon**

## **Job Description**

**Job Title:** Women and Families Service Case Worker – Maternity cover

**Location:** The Sussex Beacon and at outreach venues in Brighton and Hove

**Hours:** 15hrs per week - Wednesday and Friday (may include one Saturday in any two month period)

**Salary:** £8190 pa £10.50hrs

### **Internal Relationships:**

- Line manager – Head of Health Management Services
- Day – to – day working responsible to: Women and Families Service Co-Ordinator.
- Close working relationships with Health Management Services, service users, staff and volunteers at the Sussex Beacon.

### **External Relationships:**

- Other statutory and non-statutory HIV and non-HIV generic services.

### **Summary of Primary Functions of the Job / Role Purpose**

To support the Co-ordinator in the running and development of The Women and Families Service consisting of a day service (group work) and individual casework.

### **Key Result Areas / Specific Duties and Responsibilities:**

#### **Women's Day Service (Group Work)**

- To plan and run the day service (presently monthly, however this may increase to twice monthly) consisting of; a planned group activity / discussion complementary therapies, peer support, and child care facilities (provided by a mobile crèche service).
- To facilitate group work sessions / discussions
- Organise and promote the onsite crèche facility for mothers who attend the group.
- To creatively promote peer support amongst women using Sussex Beacon

## **Individual Casework**

- To manage a case load and develop collaborative assessments and service user centred management plans.
- Work with service users in a supportive and empowering way.
- To recognise the need when advocacy is appropriate.
- Assisting women and their families to access appropriate services in Brighton & Hove.
- To make charitable, crisis funding and other applications on behalf of service users.
- To maintain case files, monitoring and evaluation records.
- To liaise closely with workers in other agencies in order to promote multi-disciplinary working.

## **General**

- To make use of managerial support and supervision, and to access appropriate training and development opportunities.
- To take an active part in the development of the service
- Maintain paperwork in line with audit requirements.
- To work as a part of The Sussex Beacon Team.
- To work in accordance with The Sussex Beacon policies and procedures.
- To undertake any other duties that may within reason be required from time to time.

This list is not exhaustive and the post holder will be expected to demonstrate a flexible Approach and the ability to carry out the responsibilities of the role in accordance with the needs of the Sussex Beacon.

The post holder may be required to carry out other tasks within the remit of this role and the Sussex Beacon reserves the right to adapt this job description in consultation with the post holder.

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Job description prepared/updated by:  
*Manager*

Date

Signature of post holder:

Date

# **The Sussex Beacon**

## **Person Specification (role requirements)**

**Job Title:** Women and Families Service Case Worker.

**Location:** The Sussex Beacon and at outreach venues in Brighton and Hove

### **ESSENTIAL CRITERIA**

#### **Education and Qualifications**

- Excellent standard of general education.
- Training in counselling skills, or Motivational Interviewing
- Child protection training
- Vulnerable adult training

#### **Experience**

- Experience of working in a project, planning events, promoting a service and developing ideas within a team.
- Experience of working with people from a range of cultural and ethnic backgrounds
- Experience of working within a group setting.
- Experience of working within a social care, health or charitable setting.

#### **Key Skills and Competencies**

- Ability to perform comprehensive assessments
- Ability to manage a complex case load
- Able to undertake risk assessments and manage risk
- Able to step into an advocacy role when the need arises
- Group facilitation skills.
- Excellent organisational skills with the ability to balance priorities.
- Excellent written and verbal communication skills.
- The ability to be self-administrative. (Microsoft Outlook, Microsoft Office, Word, Excel).

## **Knowledge**

- Awareness of how HIV impacts on the lives of HIV positive people, in particular, women, children and their families.
- Awareness of the associated health and treatment issues surrounding a HIV diagnosis.
- Knowledge and awareness of how to provide appropriate support and onward referral for service users with mental illness / psychological/ emotional difficulties
- Able to support people with immigration, and asylum issues
- Able to support women in adverse circumstances i.e. domestic violence.
- Be aware of, and able to apply child protection and vulnerable adult policies and procedures.

## **Attitude and approach**

- A commitment to equal opportunities and a proven ability to work within a diverse work culture.
- A commitment to the ethos of service user involvement.
- A commitment to self-development through supervision and training.
- Strong team working orientation, with the ability to work collaboratively with managers, staff and volunteers at all levels.

## **General**

- Must be fit to undertake the requirements of the role.
- Must be able to work within the Sussex Beacon philosophy and values.
- Must be able to work within professional boundaries.
- Must be able to interact effectively and responsively with other departments and wider multidisciplinary team.

## **DESIRABLE CRITERIA**

- Qualification/certificate in counselling skills.
- A social work or health related qualification.
- The ability to work some evenings and weekends should the need arise.
- Able to use IT data bases and produce reports