

# Threshold DAS Limited

<b>Post Title:</b>	<b>Peripatetic worker</b>
<b>Hours:</b>	Full time 35hrs/week.
<b>Salary:</b>	<b>£16,307-19,317 for 35 hours</b>
<b>Annual Leave:</b>	30 days

## **Peripatetic Worker.**

This post has been designed to enable support to be offered in all aspects of the organisation, working both in the refuge with women or children where appropriate, in the advice centre and within the community. Therefore, the duties of this post are many and varied, encompassing the roles and responsibilities of all front-line workers, but with an expectation that the level of experience and responsibility would be less than that of designated workers.

## **Job Description.**

### **Peripatetic Support Worker.**

The Peripatetic Support Worker will be responsible for:

1. In co-operation with all other workers, working constructively with families in refuge and in the community to provide an acceptable level of practical, emotional and administrative support to meet their needs.
2. Supporting residents of refuge and participants of the community scheme to address their mental and physical health needs.
3. Maintaining complete and accurate records of work done with families using the agreed support plans for each family, evidence the provision of the appropriate level of support.
4. Providing up to date information on all relevant topics, e.g. legal protection, divorce, social security, benefits, housing, health, education, etc to families within refuge or the community scheme.
5. Being aware at all times of Child Protection issues and report the same immediately to the designated Child Protection Officer.

6. Facilitating access for residents and scheme participants, when necessary, to D.W.P., solicitors, courts, housing departments and any other relevant agencies, and support them in their interaction with these agencies.
7. Being aware of each individual's needs and work to build confidence and self esteem for all residents and scheme participants.
8. Maintaining good relationships in the community. Work to ensure the smooth running of the refuges.
9. Maintaining all necessary records within refuge or the community scheme as deemed appropriate by the Child Work Co-ordinator.
10. Adhering to all policies, procedures and working practices of the group.
11. Ensuring the smooth running of the refuge, identifying the need for equipment and supplies, for repairs and redecoration of the house and garden and liaising with the Housing Association as necessary, with particular attention to and responsibility for health and safety issues, reporting any breaches to the HR Officer.
12. Working 35 hours normally over five days from Monday to Friday, but as and when directed by the HR Manager, to allocate some time for evening, weekend and bank holiday work to meet the needs of the client group.
13. Attending relevant training at the request of the HR Manager or the Refuge Manager.
14. Writing a monthly work report and produce up to date diary information, work logs and timesheets on a monthly basis.
15. Attending such meetings as deemed necessary.
16. Attending Support/Supervision sessions with the HR Officer.
17. Participate in the twenty-four hour On Call Service as required, by going out or on the telephone.
18. Participating in general fundraising activities.
19. Any other duties as designed by the CEO.

### **General Duties**

1. Operate within the policies and procedures of Threshold Das especially those relating to confidentiality and equal opportunities;

2. Participate in regular team meetings;
3. Ensure monitoring information is accurately recorded and collated;
4. Undertake support and supervision as directed by their line manager;
5. Undertake training as directed by their line manager;
6. Promotion of the project across Carmarthenshire;
7. Undertake training as required;

### Person Specification

	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Two years minimum working in a support environment</li> <li>• Driving Licence</li> <li>• GCSE level pass in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• A Degree in appropriate subject</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to work to and meet deadlines.</li> <li>• Ability to work as part of a team or on own initiative.</li> <li>• Understanding of Service User Issues.</li> <li>• Forward thinking, able to anticipate requirements.</li> <li>• Able to use initiative and judgement.</li> <li>• Awareness of sensitive issues and ability to apply a high level of discretion and confidentiality.</li> <li>• Flexible and adaptable approach to working.</li> <li>• Good Communication Skills</li> <li>• To have a non-judgemental and non-directive attitude to service users.</li> <li>• Full clean driving license and use of vehicle.</li> <li>• Use of Home or mobile phone.</li> <li>• Availability for weekend work if needed.</li> </ul>	<p>An ability to produce quality written work, reports.</p> <p>Experience of liaising with other agencies, both statutory and voluntary.</p> <p>A working knowledge of current legislation about Domestic Violence.</p> <p>Experience of working with Service users with Drugs/Alcohol Issues</p> <p>Experience of working with groups.</p> <p>Able to empower women.</p>