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| **Case Worker Women’s Centre**  **FEMale applicants only. An occupational requirement in accordance with the Equalities Act 2010**  **SALARY GRADE: HBC5** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| **About the Job** | |
| To provide focused support, advice and guidance to women accessing Halton Women’s Centre. The post holder’s primary responsibility will be to identify and deliver appropriate support and activities that meet the needs of the women referred, to support them to address their issues, to maximise their independence and make choices about their lives. The post holder will liaise directly with both clients and professionals and undertake the subsequent record keeping that accompanies this. It is essential that the post holder understands a wide variety of issues that affect women, including any safeguarding issues.   * To effectively manage own workload, prioritising safety and need, working in partnership with individuals, team members and any other relevant persons. * To help plan creative and innovative responses to individual needs in order to help them achieve their objectives. * Complete appropriate risk assessments, care planning and regular reviews of client’s progress and report any concerns brought to your attention regarding adult or child safeguarding * Liaise with other professional staff and relevant external people / services, so that appropriate resources may be identified and mobilised for the benefit of the individual and the Centre’s service provision. * Help clients develop their own support network and fully access community support. * Design, develop and facilitate a range of materials and activities / events that promote individual’s health and wellbeing, and maximises their independence. * Maintain effective records in line with HBC’s policies and procedures and assist with the preparation of reports. * Be responsible for organising donations (financial or other) received at the Centre and represent the Centre and facilitate meetings with other agencies/services as necessary * To comply with the statutory requirements, policies, safeguarding, equal opportunities, data protection, health and safety, and any other regulation and procedures and comply with HBC Diversity & Equality Policy * Identify problems and service deficiencies by continuous review of service user needs and make recommendations for improvement so as to contribute to the achievement of the overall service objectives. * To comply and contribute to measuring service outcomes to achieve standards of operational performance and quality, actively contributing to the continuous development of good practice across the Centre and being willing to challenge and raise concerns where appropriate. * To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. All social care workers are expected to adhere to the general Social Care Council’s codes of practice, which is a list of statements that describe the standards of professional conduct and practice required. | |
| **About You** | |
| NVQ Level II in Social Care / Promoting independence or relevant social care qualification  In addition you will have:   * Previous experience of working in a social care setting supporting people with mental health problems * Experience of service user involvement in service development, Facilitating groups and 1:1 support * Knowledge and understanding of confidentiality including understanding of Safeguarding for vulnerable adults * Understanding of Equal Opportunities ethos and related policy and the value base of the service * Knowledge of health and safety in the workplace and an awareness of risk management processes * Understanding of Safeguarding for vulnerable adults Undertaking assessments of risk, safety and need and associated Planning * Good communication skills and proficiency in basic IT skills such as Outlook, word and internet usage * Proficient in basic IT skills such as Outlook, word and internet usage * An ability to use own initiative and prioritise workload in a busy environment and work flexibly and as part of a team * Ability to communicate and work with other groups and organisations whilst promoting positive relationship with users and the communities * Commitment to challenge discrimination and to promoting the best interest of users   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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