

- 1. Job Title** **CEDAR Project Development Support Worker (Women)**

- 2. Location** **Various locations, Office Based and Community**

- 3. Salary** **£27027 Per Annum**

- 4. Hours** **35 hours Over 5 days Mon-Fri (evening & weekend work may be required)**

- 5. Duration** **Fixed term contract until 30th Sept 2021**

6. Job purpose

To support and assist in delivering a community group work programme (the CEDAR project) for mothers with experience of domestic abuse, and for their children and young people.

7. Reporting:

Your initial line management support and supervision will be provided by the CEDAR Co-ordinator.

8. Key Results Area:

- Assessment of referrals
- Supporting clients on a one to one and group basis
- Preparing and delivering groups
- Promoting CEDAR

9. Key tasks:

- Project Development of Post. Keeping up to date with legislation that affects women experiencing domestic abuse. Continuous development of materials and programs used to support abused women.

- Lead and facilitate effective group work to achieve goals.

- Maintain a person-centred work practice.

- Forecast work programmes and resource requirements.

- Monitoring and Evaluation of Service. Providing reports and feedback to stakeholders. Keeping and maintaining all referral records for statistical purposes and report to the Cedar Co-ordinator, IWA Service Manager and stakeholders.
- Continuously expand, update and transfer knowledge and skills
- Representing the organisation externally i.e., attending meetings, training seminars, health days, awareness raising sessions
- Manage Individual workload
- Contribute to team meetings.
- To facilitate support for families both through one-to-one work and group sessions