



BeNCH CRC - Hertfordshire

Job Description – Women's Safety Officer

Date Last Reviewed: October 2014, by Treatment Manager

Place of Work:	BeNCH CRC
Grade:	Band 3
Hours:	37 per week
Job Location:	Hertfordshire
Line Manager:	Treatment Manager

STATEMENT OF VALUES:

BeNCH CRC is wholly committed to the elimination of any form of discrimination within all aspects of its work. It values people and believes in working together, in sharing problems and conflicts and resolving them in an atmosphere of partnership, both within the service and outside.

Our Vision – A leading provider of innovative justice services that change people's lives

Our Mission – To deliver efficient quality services in conjunction with our partners, to further reduce re-offending and make our communities safer.

JOB PURPOSE:

Ongoing contact with female victims of domestic violence, including core administration duties, initial assessment tasks prior to commencement of the programme, safety work during and post programme

MAIN DUTIES AND RESPONSIBILITIES:

1. Initiate timely contact with known female victims following service user referrals to IDAP, the initial assessment must be completed prior to starting the group work.
2. Provide written information about the programme and discuss as appropriate. Discuss and explain the information sharing and disclosure protocols. Obtain a signed Disclosure Of Information consent form
3. Provide and discuss written information on 'Safety planning' and 'Helping Yourself Stay Safe'

4. Provide information about appropriate local help and support services throughout the process
5. Explain the purpose of the SARA assessment
6. Record offender assessment information and forward to the Programme Tutor, Offender Manager and Victim Contact Unit.
7. Maintain contact with all relevant women's support and advocacy agencies throughout the process to promote joint working, service provision to women and ensure accurate information provision.
8. Conduct review meetings with female victims or current partners mid way through the programme to ascertain impact and identify concerns, keeping detailed contact records for all contact.
9. Provide information about the offender's programme and any emerging concerns, contribute to women's safety planning.
10. Conduct an end of programme evaluation with female victims and provide feedback for monitoring and programme evaluation purposes during the programme
11. Provide written reports to Offender Manager and Treatment Manager at mid and end point of programme stages
12. Follow agreed procedure in case of any risk or protection concerns
13. Conduct interviews with female victims six months after completion of the programme
14. Collect feedback on the delivery of the programme
15. Provide a written report to the OM and Treatment Manager on completion of the Programme
16. Represent the CRC at meetings and through liaisons with outside agencies
17. Use the relevant information systems and technology effectively
18. The postholder will be expected to carry out other reasonable duties as may be required from time to time, by the Treatment Manager, in connection with the responsibilities of the post.
19. Contribute to the planning of own development needs including attending such training courses from time to time that are deemed appropriate and necessary.
20. Ensure all activities are conducted in a non discriminatory way in accordance with the BeNCH Equality & Diversity Policy.

PERSON SPECIFICATION

Women's Safety Officer - Hertfordshire

		Essential	Desirable	Tested by:
1.	Excellent oral communication skills, active listening, using a variety of styles, presenting difficult ideas in a way that promotes understanding, acting on feedback, influencing others.	X		Interview
2.	Understanding of the work of the Probation Service & requirements of relevant legislation.		X	Application form/interview
3.	Educated to GSCE level with ability to work towards VQ Level 3	X		Application Form/Interview
4.	Excellent written communication skills	X		Application Form
5.	Ability to assimilate complex information in order to produce reports both verbally and in writing within strict deadlines	X		Interview
6.	Ability to represent the CRC in formal settings with confidence and authority	X		Interview
7.	Ability to make assessments of individuals, responding to their specific needs	X		Interview
8.	Ability to build positive and respectful working relationships	X		Interview
9.	Ability to promote equality and value diversity	X		Application Form/Interview
10.	Evidence of IT skills	X		Interview
11.	Evidence of the ability to use negotiating and influencing skills to bring about positive change	X		Interview
12.	Resilience and the ability to work under pressure in order to deliver to tight deadlines and challenging performance targets	X		Application Form/Interview
13.	Ability to analyse and solve problems creatively	X		Interview
14.	Ability to coach and motivate others to achieve change and improvement	X		Application Form
15.	Experience of working with DV victims either individually or in groups who may present with difficult and challenging problems	X		Application Form
16.	Access to transport so can undertake county wide work where appropriate	X		Application Form