



**Job Title:** Support Worker – Combatting Human Trafficking and Sexual Exploitation

**Reporting to:** Area Lead

**Salary:** £18,500 - £21,000 pa (pro rata)

**Hours:** 18.5 hours per week

**Location:** West Yorkshire: mainly Leeds and Wakefield  
Subject to demand in areas and may require occasional cover of other post holder areas within the region. There will also be occasional national travel required.

This is an exciting project, funded by the Big Lottery to develop and implement a regional service, aiming to develop skills, knowledge, responses and services to women who are victims (or potential victims) of modern slavery, human trafficking and sexual exploitation across Yorkshire and Humberside.

### **Purpose of the Role**

- To facilitate drop-in sessions across the Yorkshire and Humberside region.
- To assess clients' needs, and advise, support or signpost as necessary.
- To provide ongoing support and referral where a women displays indicators of trafficking or modern slavery.
- To develop good working relationships with partner agencies across the region to further the support available to clients accessing the drop-in.
- To provide an immediate and timely response to women who remain in an exploitative situation.
- To assist service users to exit prostitution and trafficking situations in a safe and positive way
- To support women to access their entitlements as potential victims of trafficking

### **Key Tasks and Responsibilities**

#### ***Support***

- To establish and promote an effective working relationship with partner agencies, both statutory and voluntary.
- Provide drop-in support and safety planning for a case load of women who have been trafficked, or who are at risk of exploitation or re-trafficking.
- Provide information and advice on relevant issues including health, housing, counselling, welfare benefits, training, employment and child protection.
- Provide a sign posting and referral service relating to immigration and asylum processes.
- To identify agencies and individuals who could provide appropriate support and support women to access as appropriate.
- Where appropriate or necessary, to coordinate the referral to suitable and safe accommodation utilising risk and needs assessments processes.

- Maintain appropriate records and statistics regarding service users.
- Produce high quality reports to support clients' where necessary.
- To act as the advocate of the client when appropriate.
- Maintain administrative systems.
- To ensure that the client is familiar with the criteria of Ashiana and is supported to make decisions regarding issues such as referral into the National Referral Mechanism; assisting the authorities with intelligence; voluntary return to her home country; applying to remain in the UK; and the implications of those decisions.
- To implement requirements detailed in service level agreements or funding agreements. To monitor these and to notify the Project Manager of potential problems.
- To keep informed of relevant legislation, funding, care and support models and changes affecting Ashiana's Support Service.

#### ***Development of Specialist Expertise***

- To take a key role in developing specialist knowledge within the organisation in respect of supporting women who have been trafficked. This may include contributing to research and identifying an approach geared specifically to current and future users of Ashiana's services.
- To develop a range of external support to assist in this process.
- To adhere to the delivery of minimum standards to women who have been trafficked.
- To provide support and advice to external agencies around the issue of trafficking.
- Through supervision and mentoring to provide a consistent approach based on best practice.

#### ***Finance, Reporting and Monitoring***

- To maintain records, statistics and qualitative information in accordance with the requirements of the Big Lottery, and Ashiana's Management Board.
- To contribute to the development of policies and procedures and to take responsibility for the development of good practice in relation to the postholder's designated area of expertise

#### ***Other Requirements***

- To promote the aims and objectives of the organisation and ensure that all contacts with external people and organisation fully reflect the professional approach of the organisation.
- To achieve personal and team performance targets identified on an annual basis via appraisal.

- To work flexibly as a member of a team and the organisation. To ensure all contacts both within the team and with other teams assist the smooth running of the organisation.
- To share relevant information and expertise within the organisation.
- To attend and make best use of regular supervision sessions and participate in relevant training.
- To work within Ashiana's statement of intent and equal opportunities. To promote the equal opportunities policy and anti-discrimination practice in all areas of Ashiana's work.
- To work within Ashiana's Health & Safety and all other policies and procedures.
- To carry out any other duties that may reasonably be requested.

**PERSON SPECIFICATION: Support Worker – Combatting Trafficking and Sexual Exploitation**

Criteria		Essential	desirable
<b>Knowledge and Experience</b>			
1	Substantial experience of providing support to vulnerable women including casework experience with women who have experienced violence	✓	
2	An understanding of trafficking and how it affects women	✓	
3	An understanding of the causes and realities of sexual exploitation and trafficking and a commitment to developing effective responses	✓	
4	An understanding of equal opportunities and its practical application, including providing support to meet the cultural needs of victims of trafficking	✓	
5	Experience and knowledge of carrying out assessments and developing support plans from these.	✓	
6	Experience and knowledge of managing caseloads, (assessing need, assessing risk, planning implementing/accessing and evaluating care)	✓	
5	Awareness of issues which might affect the management of tenants in shared housing		✓
6	An understanding of the support needs of tenants moving in to permanent housing	✓	
7	Some knowledge of housing, welfare benefits and community care legislation	✓	
<b>Skills and Abilities</b>			
8	Good literacy and oral skills, including the ability to speak another community language.		✓
9	Ability to self-service and produce documents to a good standard using word processing package	✓	
10	Ability to write clear and precise reports on complex issues	✓	
11	Ability to manage own workload, and act as coach and mentor.	✓	
12	Ability to maintain good administrative records	✓	
13	Ability to communicate effectively with service users, staff, agencies, statutory bodies etc and maintain good working relationships with a range of agencies	✓	
<b>Attitudes</b>			
14	Understanding of and empathy with Ashiana's aims and	✓	

Criteria		Essential	desirable
	commitment to women and children who have experienced violence and abuse		
15	Flexible and be willing to contribute to the success of the team	✓	
Other			
16	Good attendance record and ability to cope with pressure	✓	
17	Ability and willingness to work some evenings & occasional weekends	✓	
18	Ability to undertake regular regional travel and occasional national travel which may include occasional overnight stays.	✓	