

Safer London

Job Description and Person Specification

Key Role Details

Job title: Referral and Assessment Worker

Location: Pan London

Reports to: Service Manager

Contract: Permanent (subject to funding)

Hours of work: 35 hours per week – sometimes worked flexibly

About Safer London

Safer London is a leading charity working with young Londoners and their families affected by violence and exploitation. We believe that all young Londoners can have a positive and productive future. Whatever their history, when a child or young person comes to Safer London, they are just that – a child or a young person.

Safer London's vision is a city that is safe for all the children and young people who live here. By working alongside young Londoners, their families and peers, as well as with the places where they live and spend their time, we can create a safer London not just for them – but everyone.

Safer London's engagement with the people, peers and places who access our services is underpinned by some core approaches to achieve sustainable success. Our model prioritises creating safe and trusted relationships, celebrating and building on strengths, and is informed by the identities and experiences of those we support. We recognise the importance of understanding and intervening in the contexts within which violence and exploitation occur and are committed to developing and embedding contextual safeguarding approaches into all aspects of our support and services.

Role Description

Role Summary

We're looking for an experienced Referral and Assessment Worker to join our high performing team. This is a fantastic opportunity for you to play an integral role in improving the lives of young Londoners, their families, peers and communities.

Key responsibilities

- Keep accurate timely and concise records on or data recording case management system
- Receive referrals into Safer London from a variety of stakeholders via a number of mediums – online, telephone and in person
- Carry out initial assessments to appropriately identify needs and allocate using the processes in place to the services best placed to address those needs.
- Make appropriate onward referrals, signposting children and young people to support services and positive activities
- Work with partners, communities and other key stakeholders to deliver the service effectively

- Work creatively with colleagues to generate project resources and materials as required
- Act at all times in line with safeguarding legislation and guidance, as well as Safer London’s processes and wider pan London processes and protocols.
- Undertake any other duties as required and commensurate with the level of this post

Key Behaviours, Competencies and Skills

- Relevant qualification in social care, health, youth/ community work, criminal justice or demonstrable equivalent experience
- Have a clear understanding of safeguarding and safe practice – adults and children including contextual safeguarding approaches
- An understanding of the needs of children and young people who have been affected by violence or exploitation
- Ability to develop and maintain positive bounded relationships with service users
- An understanding of the impact of trauma and the application of a trauma informed approach to practice
- Ability to record work effectively on case recording systems
- Ability to effectively utilise IT packages including Word, Outlook, Excel etc.

Additional Considerations

- An enhanced DBS will be required
- The successful candidate will be required to travel
- The successful candidate may occasionally be required to work evenings or weekends

Person Specification

Criteria	Essential/ Desirable	A/I/T
Relevant qualification in social care, health, youth/ community work, criminal justice or demonstrable equivalent experience – e.g. Registered and Qualified Social Worker	Essential	A
Experience of safeguarding children, young people and adults at risk and of managing complex safeguarding issues	Essential	A/I
Demonstrable knowledge and experience of working with children, young people and adults affected by violence and exploitation	Desirable	A/I
Experience of liaising with statutory services to safeguard the child and or meet the needs of adults at risk.	Essential	A/I
Knowledge of good practice in relation to serious youth violence, exploitation and harmful sexual behaviour	Essential	A/I
Experience of working in partnerships and relationships with a wide variety of organisations to support the needs of children, young people and adults	Essential	A/I/T
Understanding of best practice and the importance of good quality case recording	Essential	A/I
Commitment to diversity and equality, and experience of applying these principles in the workplace	Essential	A/I
IT literate (Excel, Outlook, Word etc.) and experience of using databases	Desirable	A/I/T