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| St. Augustine’s Centre Halifax*Job Description* | SquareLogo.jpg |
| Job Title |  **Support & Integration Caseworker**  |
| Job Objective | The role will involve the provision of a holistic service of practical advice and support to people seeking asylum across Calderdale, with the aim to smooth their integration into the local community. Particular time will be dedicated to Calderdale’s Valley of Sanctuary group, organising and facilitating monthly sessions.  |
| Employment Status | 12 months initially, longer subject to continuation funding | Hrs per week | 22.5 |
| Salary  | NJC New SCP 12 | Holiday Entitlement | Pro rata 25 days plus bank holidays |
| Line Manager | Centre Leader with casework supervision from Senior Caseworker  | Line Management responsibility for: | Volunteers |
| Main Duties and Responsibilities |
| **Advocacy and Advice*** Provision of a holistic service, offering practical support and advice to people seeking asylum in Calderdale.
* Delivery of a front-line service assessing client’s needs, developing a support plan and coordinating outreach drop-ins or appointments as required.
* Engage with and support local organisations and services within Calderdale, building capacity and raising awareness around people seeking asylum.
* Help the client group to assimilate and integrate in their local community by aiding the Volunteer and Activities Coordinator to create volunteer opportunities, training sessions and local activity involvement.
* Maintain accurate and timely records of work undertaken and advice given, both in their paper file and on the network.
* Assist the Senior Caseworker with the recruitment and supervision of volunteers to support the overall function of the support and integration project, overseeing their work and ensuring high standards are upheld.
* Promote befriending for the client group and assist the Befriending Coordinator to ensure clients are referred in and volunteers are recruited.
* Maintain and develop good working relationships with both statutory and non-statutory services and partners including; accommodation providers, Calderdale Council, health services, Children’s Centres and social services. Provide advocacy for clients, when necessary, when communicating with these services.
* Re-vitalise the Valley of Sanctuary, manage their meetings, events and website/social media platforms. The aim, however, being to build capacity within the group to administer themselves.
* Participate effectively in meetings; staff, case work reviews, supervision, partnership and professional meetings.
* Assist the Senior Caseworker to deliver specialist training to local organisations on the Asylum process
* Support to navigate the asylum system, access immigration advice and legal representation.
* Manage a caseload and take a lead on more complex casework. With assistance from the Senior Caseworker, deliver specialist training to local organisations on the Asylum Process.
* Work closely with the Employability programme and Asylum Migration and Integration Fund (AMIF) project to ensure the smooth transition of clients during their move on period.
* Maintain records necessary to meet CFFC’s monitoring requirements for this project.
* Complete training relevant to the level of the post and stay abreast of changes in policy and practice.

**General duties*** Ensure that Centre policies, procedures and codes of conduct are reflected in daily practice.
* Promote the welfare of all clients and support the Centre in safeguarding children and vulnerable adults though relevant policies and procedures.
* Promote equality as an integral part of the role and treat everyone with fairness and dignity.
* Recognise health and safety as a responsibility of every employee, take reasonable care of self and others and comply with the Centre’s Health and Safety policy and any specific procedures / rules that apply to this role.
* Ensure confidentiality is respected, subject to the provisions of the safeguarding policies and procedures.
* Ensure that the access and use of physical and electronic records is in accordance with the Centre’s Data Protection policy and procedures.
* Data management, including responsibility for ensuring the Centre database is up to date in respect of this project.
* Any other duties that may arise, develop or be assigned
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