

JOB DESCRIPTION	
POST TITLE: Modern Slavery Outreach Case Worker	LOCATION: Home Based covering the Manchester and Liverpool area
HOURS OF DUTY: 37.5 hours per week Permanent	SALARY: Band A or Band B depending on experience. TBC
RESPONSIBLE TO: Local Co-ordinator	MAIN CONTACTS: <ul style="list-style-type: none"> ◆ Director of Operations ◆ Service Users ◆ Project Manager ◆ Local Co-ordinators ◆ All Medaille Trust staff and Volunteers ◆ Staff in our services outsourced to Caritas Diocese of Salford ◆ External agencies and statutory bodies including other Non Governmental Organisations
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ An enhanced Disclosure and Barring Service check will be undertaken ◆ Able and willing to work flexibly and at other Medaille locations ◆ Maintain confidentiality in respect of the service location and identity of clients and staff at all times ◆ Must hold a full UK Driving Licence, have the use of a car and be insured for business purposes to be able to carry clients 	

OUR WORK

The Moving On Project (MOP) is managed by the Medaille Trust who are one of the biggest providers of safe house beds for survivors of modern slavery and human trafficking in the UK with a national network of safe houses supporting men, women and dependent children. MOP provide long term, reintegration and community support to survivors of human trafficking. The aim of the Moving On Project is to introduce a country wide programme of long-term support to men and women whose lives have been affected by human trafficking and modern slavery, reducing their vulnerability to abuse, violence and exploitation, and helping them move on positively with their lives. MOP are expanding their Manchester outreach support to include the Liverpool area.

THE MOVING-ON PROJECT'S KEY OBJECTIVES ARE:

- ◆ To develop and integrate a delivery model that provides long-term, in-community support to men and women affected by human trafficking and modern slavery, that enables survivors to access the support they need, when they need it, helped by the information they need to make an informed choice.
- ◆ To collect, analyse and disseminate data to further our understanding of effective interventions and outcomes for survivors, particularly focussing on whether survivor's lives are being sustainably improved.
- ◆ To complement and enhance services currently offered under statutory provision, enabling survivors who fall outside of NRM criteria, leave the NRM, or choose not to enter the NRM, to receive long-term support.
- ◆ To encourage greater awareness of modern slavery within organisations and in the community, supporting professionals to identify the early signs of exploitation and enabling more men and women to leave exploitive situations and get the support they need.

MAIN PURPOSE OF THE POST:

- ◆ To provide high quality support that includes practical and emotional support to potential victims of modern slavery and their dependents, where applicable in a given geographic area, managing a case load set by your Line Manager.
- ◆ To provide trauma-informed and person-centred support.
- ◆ Provide expert written or verbal reports where necessary appropriate for court or other legal purposes such as immigration cases
- ◆ To undertake assessment of service users in accordance with Project guidelines.
- ◆ To compile and maintain a list of essential / useful external agencies for the benefit of service users i.e. doctors, job centres, training providers.
- ◆ To support service users to access and attend appointments, including medical and specialist needs.
- ◆ To organise drop-in sessions and monthly group sessions to help improve service user's physical, emotional, spiritual and mental wellbeing.
- ◆ To prepare and review individual support plans and risk assessments with service users and support service users' needs.
- ◆ To support service users in accessing other services by advocating on their behalf and giving practical and emotional support i.e. solicitors, Home Office, counselling, Law Enforcement agencies.
- ◆ To organise and participate in appropriate social and recreational activities for service users.
- ◆ To support service users to plan their personal budgeting and increase their financial confidence.
- ◆ To ensure all complaints are recorded and reported in liaison with the Local Co-ordinator.
- ◆ To read and complete daily notes, handover sheets, communication books, diaries, memos, meeting minutes and notices.
- ◆ To provide service users with clear, unbiased information about their rights and options for them to make informed decisions about their lives.
- ◆ To work with volunteers alongside the Local Co-ordinator and senior caseworker.
- ◆ To ensure relevant standards are followed and always maintained, following the Medaille Trust policies and procedures.
- ◆ To complete any other duties as directed by the Project Manager.

Health and Safety

- Maintain a safe and secure working environment.
- Identify and assess risks, implementing procedures to minimise impact.
- Report and record all incidents, accidents, or hazards in line with policy.
- Promote awareness of Health and Safety among residents and ensure procedures are followed.

VISION, MISSION AND VALUES

Across Medaille Trust our vision is a world where people are free from exploitation through human trafficking and modern slavery. Whilst exploitation continues to exist, our mission is:

- ◆ To offer protection to adult victims of modern slavery and to equip them to become survivors.
- ◆ To bring justice for survivors by supporting the work of law enforcement authorities.
- ◆ To raise awareness of modern slavery and human trafficking with local organisations and the general public where appropriate.
- ◆ To support initiatives that help prevent vulnerable people falling prey to exploitation in the first place.

The Medaille Trust is a client focussed charity that equips victims of modern slavery to become survivors, we will act with Respect, Collaboration, Compassion, Empowerment and Passion.

SPECIFIC REQUIREMENTS

The Move on Case Worker will have previous experience in relevant sectors or experience of working with vulnerable adults. The post holder will demonstrate a mature, honest, reliable, empathetic and non-judgmental attitude towards the service users. This includes non-discriminatory and respect for cultural and religious heritage of all people.

ADDITIONAL DUTIES

Flexibility from the post holder is essential to meet the needs of service users within MOP and other MOP areas when appropriate. At times this may include working outside of your normal working week. You may be required to occasionally work at any other premises at which your employer carries out its business now or in the future.

VALUES AND PRINCIPLES

The post holder is expected to be familiar with and have regard to the values and principles of the Medaille Trust and work within that framework. He or she must be prepared to operate within the ethos of the charity and ensure that people of all backgrounds and beliefs are respected.

CONFIDENTIALITY

It is expected that all employees will understand that our work is confidential and that confidential information must not be divulged. This obligation will continue indefinitely even after termination of employment.

TRAINING

The Medaille Trust is committed to offering training and support to all employees. The post holder will be required to attend mandatory training, other training where appropriate, participate in supervision, annual appraisals, and development reviews. To keep up to date with skills and knowledge, including reading to understand all relevant communication e.g. staff handbook, etc. and attend meetings as required. To attend training for all project staff including project training events.

PERSON SPECIFICATION FOR THE POST OF MODERN SLAVERY CASE WORKER

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> ◆ Relevant Social Care / Education qualifications 	<ul style="list-style-type: none"> ◆ NVQ3 Health and Social Care (Adults) ◆ Manual Handling certificate ◆ Emergency First Aid certificate ◆ Fire awareness certificate ◆ Health & Safety certificate 	Application Form and Documentation
Skills	<ul style="list-style-type: none"> ◆ Excellent IT skills ◆ Administrative, recording and reporting skills ◆ Excellent written and verbal skills especially for the purpose of producing trafficking reports appropriate for court or other legal purposes such as immigration cases ◆ Effective communication skills ◆ Ability to lone work and work on own initiative ◆ Ability to work independently and as part of a team 		Application form and interview

	<ul style="list-style-type: none"> ◆ Team working skills ◆ Ability to work within a 'risk assessed' environment ◆ Excellent assessment skills ◆ Ability to work under pressure ◆ Ability to participate, where necessary in social activities, outings / trips with service users ◆ Ability to maintain clear boundaries ◆ Ability to be accessible, approachable and comfortable with vulnerable people and able to manage high levels of distress 		
Experience	<ul style="list-style-type: none"> ◆ Previous experience in relevant sector or experience of working with vulnerable adults, especially women ◆ Experience of facilitating group sessions ◆ Experience of dealing with petty cash handling ◆ Experience of supporting individuals suffering from trauma ◆ Experience of giving evidence in court / supporting clients in court 	<ul style="list-style-type: none"> ◆ Experience and knowledge of working with people who have been trafficked ◆ Experience of working with migrants including refugees and asylum seekers 	Application form and interview
Knowledge	<ul style="list-style-type: none"> ◆ Knowledge of health and safety ◆ Committed to equality of opportunity, respect and dignity of all people ◆ Knowledge of Safeguarding Adults ◆ Knowledge of benefit entitlements 	<ul style="list-style-type: none"> ◆ Knowledge of criminal justice system ◆ Knowledge of immigration issues or ability to attain relevant knowledge within probationary period 	Application form and interview

