



### **Women's Domestic Abuse Support Practitioner**

**Part Time:** 22.5 Hours over 3 days working Wednesday - Friday

**Direct Line Managed by:** Women's Service Manager

Initial 2 year fixed term post with extension to permanent position following further funding from July 2027.

This document defines the job description of the Women's Domestic Abuse Support Practitioner role within GWA, whilst the contents are comprehensive and in line with contract, they are not exhaustive.

#### **Job Purpose**

The purpose of the post is to provide women's support services for Grampian Women's Aid which provides services to women, children and young people who have experienced domestic abuse. Contribute as a team member to meeting the aims and objectives of Grampian Women's Aid.

#### **Main Duties**

- Provide innovative and creative 1-1 person centred support to women who have experienced domestic abuse. This could be women living in refuge, women moving into their own tenancy and women seeking Outreach support.
- To act as key worker assisting women with individual support issues using a trauma informed and person-centred approach.
- To provide women with practical assistance to access benefits, housing issues, safety planning and emotional support.
- Assist women in identifying and utilising any local resources to minimise the risk of social isolation within their area, both in refuge and in their own tenancy.
- Ensure adequate risk assessments are carried out for safe provision of service to women to meet their support needs appropriately
- To liaise on behalf of women with external agencies. Help develop positive working relationships with key partner agencies and stakeholders.
- Ensure support delivery is recorded accurately and appropriately meeting compliance and legislative obligations ie support planning, risk assessments, outcomes are evidenced
- Ensure the accurate preparation of relevant reports. Ensure that Child and Adult Protection issues are dealt with appropriately, records are updated and procedures are followed.
- Respond to concerns within refuge which may relate to health and safety or concerns for welfare of service users to Service Manager.
- Work in partnership with other agencies and individuals relevant to the service user to achieve positive outcomes and ensure best provision of support.
- Support the Service Manager to carry out regular evaluation of service involving women, gaining appropriate and relevant feedback for improvement and development opportunities
- Participate in regular case reviews of service users and your own development for quality assurance and development opportunities
- To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.

Grampian Women's Aid  
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[www.grampian-womens-aid.com](http://www.grampian-womens-aid.com)

- To work within GWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.
- Accurate management and submission of personal HR records timesheets, expenses, annual leave and all other absence management.
- Promote a safe, fair and positive working environment for all staff, volunteers and visitors to GWA
- Take responsibility for the safe and appropriate use of GWA equipment provided to you ie Laptop and mobile phone as per GWA policies

### **General & Reporting**

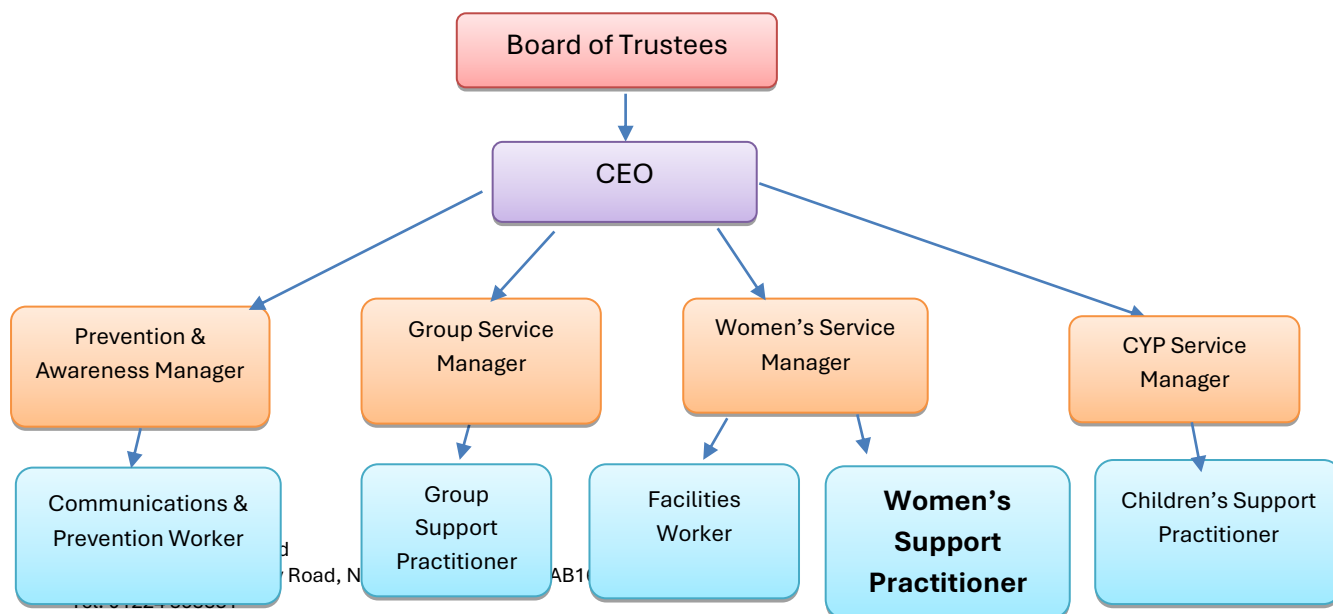
- Actively engage with external stakeholders and agencies for the promotion of GWA Women's service
- Maintain professional relationships with networking partner agencies for the benefit of GWA client, service delivery and staff member development
- Participate in events for raising awareness of violence against women and girls within GWA service delivery area
- Support the Service Manager for the external communications by GWA of the women's service via media platforms
- Attend and contribute positively to regular team meetings with Service Manager and peers to ensure good planning and practice.
- Share relevant information with colleagues in a productive and positive way to promote good practice and communication.
- Promote positive communication and partnership working with external agencies for the promotion of services provided by GWA
- Take responsibility to identify personal development opportunities relevant to the role of Support Practitioner and service provision by GWA
- Attend and engage in training for continued professional learning and development relevant to the role of Support Practitioner
- Engage with the Service Manager in a positive and solution focussed way during informal discussions for service delivery and planning.
- Engage with the Service Manager in a positive and productive manner during regular support and supervision meetings
- Report to the Service Manager any concerns for service delivery to meet contract requirements at earliest opportunity for planning and continued support



**Person Specification**

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of ability to deal with varying and complex needs of supported adults	Yes	
Ability to prioritise and facilitate work;	Yes	
Excellent communication skills, both verbal and written, with ability to engage with a wide range of stakeholder, workers and service users.	Yes	
Competent IT skills, including use of Word, Excel, databases and web based information systems	Yes	
Understanding of current legislation, regulation and best practice in relation to domestic abuse services for women, children and young people.		Yes
Ability to work on own initiative towards achieving overall objectives.		Yes
<b>Qualifications/knowledge and understanding</b>		
Knowledge and commitment to a feminist analysis of domestic abuse	Yes	
Qualified in a relevant discipline i.e. SVQ level 3, Social Work, Community Education, adult support services etc.		Yes
At least 2 years experience working in an environment requiring similar knowledge and skills. Post holder will be required to be registered with SSSC.		Yes
Understanding of the issues affecting women, children and young people who have experienced domestic abuse		Yes
Good knowledge of child protection issues		Yes
Knowledge of the rights of women		Yes
Knowledge of discrimination in all its forms coupled with an understanding of how this discrimination further compounds the already marginalised position of women, children and young people within our society.		Yes
Knowledge of monitoring and evaluation		Yes
Full driving license and car owner	Yes	
Good ICT skills	Yes	
Be self-motivated and solution focused	Yes	

**Organisational Structure:**



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