

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post of:</b> <b>W-ASH SPECIALIST CASEWORKER</b>
<b>For CIS's Women &amp; Asylum Seeker Housing Project</b>

**Responsible to:**            W-ASH Coordinator

**Length of post:**            Dependent on funding – 12 months initially

**Salary:**                      £28,000, full time 35 hour week

**Place of work:**            CIS office, Albany Centre, 44 Ashley Street,  
Glasgow G3 6DS and from home by arrangement and  
as Scottish Government guidelines

**Days of work:**            Flexible over Monday to Friday, 8am to 6pm.  
Occasional out of hours working as required

**Annual leave:**            25 days plus 15 days public holidays

**Pension Contribution:**    5% from employer

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**Aim of the post:** to provide specialist casework support to the Women & Asylum Seeker Housing project; to build up a knowledge base on rights and responsibilities; to contribute to training for the W-ASH Project staff and volunteers; to contribute to taking forward research and analysis of issues and campaigning for asylum seekers; to report to funders about the project and to liaise and report to the CIS Board and Planning Groups as required.

### JOB DESCRIPTION

#### Main Tasks

1. Providing direct housing casework support or empowerment guidance for asylum seekers
2. Researching to provide casework support for complex asylum housing cases
3. Providing some direct casework support or empowerment guidance for new refugees where appropriate

4. Collating information on Home Office accommodation and support provision in Scotland
5. Responding to enquiries from organisations for help or advice from the W-ASH Project
6. Developing suitable electronic filing systems for the records
7. Liaising with other organisations where appropriate to further W-ASH Project's aims
8. Developing methods of challenging illegal and poor practices in asylum accommodation
9. Supporting volunteers to research and analyse housing issues for asylum seekers
10. Contributing to ensuring best practice in structures and methods of working
11. Assisting with the monitoring, evaluation and learning of the project and gathering information to contribute to campaigns and for reports to grant funders
12. Reporting to the WASH and ASH Planning Groups as required
13. Developing and sustaining effective networks and joint work to achieve CIS and W-ASH's objectives
14. Maintaining appropriate confidentiality throughout

### **Office**

1. Attend meetings to liaise with the WASH and ASH Planning Groups
2. Attend supervision and support meetings as agreed with the W-ASH Coordinator
3. Raise any issues of concern with the W-ASH Coordinator and the staff team
4. Maintain respect for equality and anti-discriminatory practices
5. Ensure Health & Safety Policy is adhered to by participants

### **Other**

1. Attend training as appropriate and feasible
2. Undertaking any other task as may occasionally be required
3. Supporting the ethos and aims and objectives of Community InfoSource at all times

## **Women & Asylum Seeker Housing Project (W-ASH)**

**is part of Community InfoSource**

October 2021

***This post is subject to a 6 months' probationary period***

Job description to be reviewed by end of March 2022

This post is funded by the Scottish Government's New Scots Integration Fund

## **W-ASH Specialist Caseworker**

### **PERSON SPECIFICATION**

#### **ESSENTIAL**

1. Experience of casework and empowering others
2. Experience in working in cross cultural settings and with refugee and asylum issues
3. Commitment to ensuring effective administration of cases and a well-organised and functioning office environment
4. An ability to organise, establish and maintain proper systems for continuity in casework, including developing and using databases
5. An ability to evaluate and monitor projects and to liaise with grant funders as required
6. Commitment to working collaboratively and positively with CIS's Board, W-ASH Planning Groups, staff and relevant agencies
7. The ability to work independently and use initiative to achieve objectives, consulting with relevant members as appropriate
8. Excellent communications skills and written English skills
9. Demonstrable commitment to equality and social justice
10. Committed to maintaining appropriate confidentiality throughout

#### **DESIRABLE**

- a) Lived experience of the issues faced by the CIS service user group
- b) Ability to speak one or more of the first languages of the CIS service user group
- c) Experience of researching and analysis
- d) Project development experience
- e) An understanding of the voluntary sector in the UK