

## About Kairos WWT

Kairos Women Working Together (WWT) believes in the value and dignity of all women. Our vision is to see women living positive lives, free from exploitation. Our mission is to increase the safety, stability and self-belief of women in Coventry affected by or at risk of exploitation, through support, advocacy and awareness raising.

## Our Values: as an organisation we want to be:

- **Accepting and non-judgemental:** every woman matters and is worthy of love, care and support, no matter what her past or current circumstances. We know that women at risk of exploitation (particularly those in street prostitution) can face significant judgement and stigma and we want all women to feel welcomed and valued.
- **Women-centred:** Projects and work should be designed around the specific needs of women accessing our services, rather than expecting women to fit into convenient boxes. We understand that women present with certain sets of needs and often experience multiple needs at once.

## Our Behaviours: what we will do to achieve our values

- **Demonstrate integrity, respect and trustworthiness.** We will treat all people who come into contact with Kairos (whether service users or other stakeholders) with equal value and respect. We recruit staff, volunteers and trustees who fully embrace our ethos and beliefs.
- **Advocate and influence.** We will use our experience and knowledge of working with women to influence policy and practice locally, regionally and nationally where we can, as well as making sure our service users' voices and needs are heard and understood through individual-level case work advocacy
- **Commit to long-term, holistic work.** We understand the long-term and complex nature of issues facing our service users and do not expect or try to deliver 'quick-fix' solutions. Services will be designed to enable us to help women address multiple issues in their lives, not just focus on one area, because people's lives can't be categorised into boxes. We accept women wholly as they are.

## Principles of practice

We aim for our services to be grounded in the 5 principles of trauma-informed care and practice, which are:

- 1) Safety – ensuring physical, mental and emotional safety first and foremost
- 2) Choice – each woman is an individual and is in control of her life. All services are free, offered on unconditional basis.
- 3) Collaboration – women are co-workers with Kairos, not passive recipients of help. They are involved in co-designing support plans and saying what they want to do next. Empowerment and ownership will be key principles of our 1-2-1 work going forward.
- 4) Trustworthiness – providing a reliable service through staff and volunteers who are respectful and maintain professional boundaries. Kairos continues its reputation as a service that delivers what we say we will.

- 5) Empowerment – enabling women to re-discover their own strengths and skills and offering opportunities to make this happen

## A Home of Her Own Coventry

Coventry has seen an extraordinary rise in the number of homeless people and in temporary accommodation in the last few years. The recent report 'Home of Her Own' (July 2019) by Women's Budget Group (produced in collaboration with Coventry Women's Partnership) identified that 'for Coventry, as in most of the country, housing benefit is not covering full rents in any of the bedroom entitlements – even for the cheapest rents'. Aside from refuge services for women fleeing domestic violence (which are already oversubscribed), there are currently no women-only accommodation options for females in Coventry.

Working in partnership with Coventry Haven Women's Aid, KairosWWT is leading a project to gain further understanding and evidence of women's housing across the City. The aim of this new project is:

- 1) Provide tailored, direct support to groups for women whom housing services are often hard to access, including rough sleepers, women with multiple/complex needs, BME women, those with no recourse to public funds and/or whose economic circumstances disqualify them from housing-related support, as well as women at risk of homelessness or losing tenancies.
- 2) Reduce number of women rough sleeping or becoming homeless and increase number of women accessing safe, appropriate accommodation & maintaining tenancies
- 3) Increase level of gender and trauma-informed support in Coventry delivered by women's organisations.

This role will support women with multiple and complex needs who are currently homeless in Coventry.

This post is restricted to female applicants only under Section 9 of the Equality Act 2010.

An enhanced DBS (Disclosure Barring Service) disclosure will be required for this role.

## Job Description

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**Job Title:** Housing Practitioner – A Home of Her Own Coventry

Funded by:

**Post Salary:** £22,462 FTE (£18,953 pro-rata)

**Working hours:** 28 hours per week. Very occasional evening and weekend work required.

**Contract type:** Fixed Term Contract until end of March 2021

**Reporting to:** Project Lead – A Home of Her Own Coventry



## Overview of Post

KairosWWT are recruiting a part-time Housing Practitioner who has an interest in and commitment to working with vulnerable women, particularly those who are affected by or at risk of sexual exploitation. This role will be part of an exciting new project, working in partnership with Coventry Haven's Women Aid, to progress women-centred and trauma-informed housing for women with multiple and complex needs. This role will support service users who are currently homeless to navigate housing services and ultimately improve their housing situation. This will be carried out primarily through delivering 1-2-1 support work tailored to the needs of individual women.

## Main Responsibilities

### Casework and 1-2-1 support

1. Manage a caseload of women with multiple and complex needs who are currently homeless in Coventry.
2. Carry out assessments - including risk assessments - to devise a tailored support plan to provide practical and emotional support to improve their housing situation.
3. Offer floating support to service users, attending appointments and resolving issues relating to their housing needs.
4. To provide advocacy and support around finances, housing options and other support areas as required
5. To develop policies and practice guidelines appropriate to the project in accordance with KairosWWT policies and procedures

### Partnership Working

1. Work collaboratively with Kairos Team members to ensure service users received a seamless and joined up support
2. Develop and maintain partnerships with key agencies including Housing Department, RSLs/landlords to devise safe and realistic housing action plans for women
3. To participate in multi-agency work as agreed by your line manager
4. To identify and make links with existing projects and community services to develop joint services where appropriate
5. To promote awareness of women-centred and trauma informed practices and KairosWWT services

6. Improve knowledge of staff across Coventry Women's Partnership of needs of women with multiple disadvantage and housing referral pathways

#### Administration

1. To maintain clear and adequate records of work done and in progress, for all service users, to ensure that they are accessible as appropriate
2. To record all contact with service users appropriately, updating records and databases
3. To produce monthly reports for your line manager
4. To carry out administrative tasks necessary to fill the role
5. To pass any complaints directly to the line manager and participate in any follow up investigation procedures as required
6. To comply with the recording, monitoring and evaluation procedures of the project

#### General

1. To maintain the confidentiality of the women using the service
2. To ensure the efficient use of resources at all times
3. To work within the KairosWWT policies and procedures and demonstrate a commitment to the values and ethos of KairosWWT
4. Further develop partnerships with key stakeholders to promote this service and increase referrals
5. Maintain an up-to-date knowledge of current legislation and best practice and a willingness to attend further training as necessary
6. To work flexibly, which may include evenings and occasional weekends
7. To support the promotion of Kairos WWT and CHWA
8. To attend regular line management and external clinical supervision
9. To perform any other duties reasonably required by the Service Manager within the scope of the job and grading
10. To work within KairosWWT framework for equal opportunities and anti-discriminatory practice
11. Respond appropriately to disclosures and safeguarding concerns.

## Person Specification

	Essential	Desirable	Measured By
<b>Qualifications</b>			
Higher Education or vocational qualification in relevant field		✓	Ap Form
<b>Experience</b>			
Of advocacy and support for individuals	✓		Ap Form
Of working with vulnerable women	✓		Ap Form
Of creating support plans and delivering tailored 1-1 support	✓		Ap Form
Of working within safeguarding guidelines to protect and promote the well-being of children and vulnerable adults		✓	Ap Form
Of developing and maintaining effective working relationships with external agencies		✓	Ap Form
Of providing briefings and influencing practice with other professionals		✓	Ap Form
<b>Abilities / Skills / Knowledge</b>			
A professional approach to communicating with and engaging service users in the development and delivery of service	✓		Ap Form/Interview
The ability to build relationships with other staff and volunteers and to work as part of a team	✓		Ap Form/Interview
Good administrative skills and the ability to work with Microsoft Office	✓		Ap Form/Interview
An understanding of information-handling requirements (e.g. confidentiality, data protection)		✓	Ap Form/Interview
An understanding of assessment processes, including risk assessments		✓	Ap Form/Interview
Excellent interpersonal skills, develop trusting, supportive relationships with appropriate professional challenge	✓		Ap Form/Interview
Accurate record keeping and attention to detail	✓		Interview

Ability to adapt communication style and content to meet the needs of the audience in 1-1 and group sessions	✓		Interview
Sound organisational skills, ability to plan and prioritise	✓		Ap Form/Interview
<b>Qualities/Values</b>			
Commitment to women-centred and trauma-informed working			
Good understanding of equality, diversity and inclusion	✓		
Capacity for empathy, supportive and approachable	✓		Interview
Resilient, with good professional boundaries	✓		Interview
Commitment to work within KairosWWT policies, procedures and ethos	✓		Interview
<b>Other</b>			
Full driving licence			
Access to a vehicle during working hours	✓		Ap Form
Willingness to work flexibly (evenings and weekends)	✓		Ap Form
Unrestricted right to work in the UK	✓		Passport

## How to apply

Send a completed application form to Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk)

Application forms are available at [www.kairoswwt.org.uk/work-with-us](http://www.kairoswwt.org.uk/work-with-us)

**Deadline:** 9am, Monday 16<sup>th</sup> December 2019.

Interviews will take place for shortlisted candidates week commencing 6<sup>th</sup> January 2020

If you have any queries, please contact Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk) or on 02476 559550.