

JULY 2020

CASEWORKER



- Job Title:** Caseworker
- Line manager:** Director
- Working Hours:** 3 days per week including Tuesdays and Fridays and one other day per week
- Start date:** September 2020 (or as soon as possible) for 1 year
- Salary:** £23,500 pro rata (£14,100 for 3 days)
- Location:** Currently - working from home due to Covid-19.
On return to office when safe to do so - Mildmay Community Centre, Woodville Road, London, N16 8NA

About Room to Heal

Room to Heal is a human rights charity and healing community based in London. We support people who have survived torture and organised violence to rebuild their lives in exile, through an integrated programme of therapeutic and casework assistance. We offer a range of activities including: support groups, gardening, individual therapy and casework, creative workshops, cooking and social gatherings, and therapeutic retreats.

At the heart of our work lies the cultivation of community, through which our members can restore meaningful relationships, overcome the legacy of their traumatic experiences and integrate into the UK. Our community is currently made up of over 100 members from over 30 countries: including former political prisoners; people who have been persecuted on account of their sexuality or religious belief; and those who have escaped trafficking.

Role of Post: Provide casework support to members of our community who need help with accessing housing, education, training and employment, benefits or asylum support, and help with accessing good immigration and asylum legal support. In addition, this role includes supporting members during the Covid-19 pandemic to prevent destitution. You will work alongside another caseworker and volunteer caseworkers, and a small team of therapists. This role also includes supporting community activities during the week.

Currently all of our work is carried out remotely, however, we aim to go back to face to face work when it is safe to do so.

JOB DESCRIPTION

Duties – Caseworker – 3 days per week

- Carry out one-on-one casework with Room to Heal's members concerning problems pertaining to:
 - Immigration and asylum
 - Destitution - including food vouchers, phone top ups and facilitating mutual aid deliveries during Covid-19
 - Access to safe and appropriate accommodation
 - Asylum support
 - Statutory benefits
 - Health
 - Access to education
 - Training and employment opportunities
 - Civil rights
 - Housing and Homelessness
- Assist in supervision and coordination of casework volunteers;
- Accompany members to various appointments if deemed necessary;
- Coordinate accompaniment of members by casework volunteers to meetings with solicitors, Home Office interviews etc;
- Encourage, support and empower members to undertake their own casework;
- Make appropriate client referrals, advise and advocate on behalf of clients to ensure the prevention of social deprivation;
- Act as a mediator between Home Office/UKBA representatives, legal, medical, and other professionals, and Room to Heal members;
- Ensure accurate and timely record keeping for follow up work, quality control, monitoring and evaluation (including timely recording on our database);
- Coordinate the process of providing therapeutic reports, act as a liaison between therapists and solicitors, maintain up-to-date records of reports and work with finance team to ensure payments are received;
- Create and adapt administrative systems, both electronic and paper, to effectively record and communicate information;
- Maintain monitoring and evaluation records in line with funders' requirements, working with fundraising and management team on reports to funders of Rth casework programme when necessary;

- Respect client confidentiality at all times in line with RtH's confidentiality agreements and consent forms and requirements under GDPR;
- Identify common member needs for the purpose of:
 - Providing consistent and accurate information
 - Signposting members and making referrals to appropriate service providers
 - Creating and developing factsheets for internal Room to Heal use
 - Creating and developing factsheets in preparation for external and member use
 - Carrying out productive research and focused problem-solving
- Network with, and develop an existing database of, relevant migrant support organisations and other external agencies;
- Remain abreast of changes in immigration and civil law, including changes to legal aid and statutory benefits;
- Regularly attend and support community meals and activities;
- Attend all team meetings and community forums as and when required;
- Ensure issues relating to the members are communicated clearly between the casework and therapeutic teams;
- Support Room to Heal staff in administrative tasks and all other reasonable demands;
- Undertake any other duties appropriate to the responsibilities of the post as requested.
- To be willing and available to work on occasional evenings and weekends as required

Person Specification

Essential skills and experience:

- Significant interest and/or experience in working in a community setting
- Experience of working with refugees and asylum seekers
- Experience of undertaking casework (liaising with legal and medical professionals, making referrals)
- Knowledge and understanding of the rights and entitlements of refugees and asylum seekers in regard to housing, financial support, health, education and employment

- Knowledge of the UK and EU asylum process and immigration law (no specific qualification required as we do not provide immigration advice)
- Ability to deal sensitively and empathically when working with vulnerable people
- Commitment to supporting and empowering members in accessing their rights and forging an independent life in the UK
- Commitment to adhering to confidentiality
- Understanding and ability to adhere to the General Data Protection Regulation and Data Protection Act 2018
- Ability to work to deadlines and manage a number of competing demands
- Computer literacy
- Ability to take the initiative and work independently
- Excellent written and spoken English
- Administrative experience

Desirable

- Experience working with torture survivors
- Ability to maintain enthusiasm for a high level of contact with clients
- Experience of establishing and maintaining professional boundaries
- Experience of closely working in a small team
- Knowledge of communities and service providers dedicated to supporting migrants
- A sound understanding of mental health problems either through personal experience or previous work