Remedi are recruiting a Victim Case Worker to work as part of the Derbyshire Victim Services Team. The Role will be supporting victims of crime emotionally and practically across the North East area of Derbyshire and Bolsover to help them Cope and Recover from an offence. The role will be 25 hours per week (including some evening and Saturday work) based at Derbyshire Constabulary Head Quarters in Ripley. Police Level 2 vetting and DBS checks will be required.

Location: Derbyshire (Bolsover and North East Derbyshire)

Hours: 25 hours per week – **Temporary contract to cover Maternity Leave**

Salary: £20,280 (Actual £11,588) plus 6% pension contribution – pro rata

Leave: 25 days plus Bank Holidays

Funding for these posts is currently secured until 31st March 2018.

Remedi Job Description – VICTIM CASE WORKER

# Profile

To provide telephone and face to face support to victims of crime across a range of offence types throughout Derbyshire, however North East Derbyshire and Bolsover will be your assigned area.

To provide practical and emotional support to victims personally and to signpost/refer onto a range of specialist providers across the County to meet their identified needs

To maintain and build positive relationships with partner organisations by delivering briefings to teams and undertaking outreach work.

Under this contract all REMEDI personnel will operate under the service title of ‘Derbyshire Victim Services’ - all references should refer both to the umbrella organisation (REMEDI) and the operational project named ‘Derbyshire Victim Services’.

To do this you will need to have certain skills and qualities:

**Communication -** As a case worker you will be expected to undertake a needs assessment to identify any support needs the individual may have, you will then be expected to jointly develop a support plan to address the individual needs identified. Listening and responding to what is being said so that people feel supported and valued is an essential part of this role.

It is vital that you have experience working with vulnerable people, ideally over a range of ages and are able to think creatively about how you support to enable them to Cope and Recover. An ability to build relationships and trust with people is vital.

Flexibility - Working with people requires a flexible approach to ensure they are seen at times convenient to them; this can involve working on evenings and weekends. You will be expected to manage your diary effectively and be prepared to travel across the County (and occasionally other parts of the country).You will be expected to provide out of hours telephone support on a rota basis (5-8pm Mon-Fri and 9-1pm Saturday this will work out roughly to 1 evening every 3 weeks and 1 Saturday every 6 weeks ).

Motivation – The role is very rewarding and enables people affected by crime to Cope and Recover. It is a vital part of the role to work in close partnership with other agencies, this means you are going to be out and about a lot. It is not the type of job where you are going to be sat at a desk all day with your manager next door. You will have to work from your own initiative and make judgements that take into account the needs of the people you are working with, your own workload and the specific contract requirements.

There will be an expectation of you to promote and raise awareness of the service in your area to increase the level of referrals. We want you to be the type of person that will see this as a challenge you want to meet because when it is achieved, lives are changed.

IT Capable – We want practitioners to spend the majority of their time working with people. There is however a responsibility to record information accurately and promptly. As a result it is essential that you are proficient in using:

* Email
* Electronic calendar
* Word
* Excel

Safe - We want you to work safely in all aspects of your role. This will mean following our own internal policies and procedures and will require you to consider safety in relation to the following aspects:

* Safeguarding
* Lone Working
* Data Protection
* Confidentiality

What to expect

*"I have never worked for an organisation that has been so empowering, encouraging and supportive. I feel very lucky to work for such an incredible establishment"*

*Quote from a member of the Derbyshire Victim Services team*

* The role covers North East Derbyshire & Bolsover but also to support case workers in other areas of Derbyshire, so expect to travel. Expenses are fully covered, but you will need access to your own vehicle.
* A 6 month probationary period where training and support will be provided, milestones will be monitored and shadowing and co-working with colleagues will be encouraged so that you can learn from your peers.
* A great salary with an additional pay increase on your first and second anniversary of working with us.
* A generous holiday entitlement with an increase in holiday entitlement after 2 years service and thereafter to the point of 5 additional holiday days.
* A flexible working environment
* A laptop and mobile phone will be provided to enable you to work remotely.
* A high level of Internal and external training will be offered. The expectation is that you engage in this training and implement it within your working life.
* Access to free and confidential support and counselling
* Opportunities to progress throughout Remedi
* You will be required to undertake a DBS check and Police vetting to level 2 prior to a formal job offer is confirmed
* You will have a line manager who you will meet individually at least once a month and they will also be available during the week to provide support and guidance.
* Under this contract all REMEDI personnel will operate under the service title of 'Derbyshire Victim Services' - all references should refer both to the umbrella organisation (REMEDI) and the operational project named 'Derbyshire Victim Services’.

**Please return completed application forms along with your equal opportunities form to** [**recruitment@derbyshirecore.org**](mailto:recruitment@derbyshirecore.org)

**Closing date is Friday 28th August at 10am – We will not accept any applications after this date and time.**

**Short listed applicants will take part in a group virtual interview on 2nd September 2020.**

**Those passing stage one will have a one to one interview on Wednesday 9th September 2020.**