****

**Daytime Outreach and Support Worker**

**The purpose of the post** is to contribute to the provision and expansion of the support provided to women, with the overall aim of empowering women to exit sex work and sustain a new life. We aim to work holistically offering support to build confidence and raise self-esteem, hope and future aspiration.

The Joanna Project sees its work as an expression of the Christian faith.

**Reports to**: The Director

**Hours** fulltime(37hrs) or part time considered for the right applicant

**Location**: Based at Joanna House

**Pay scale**: NJC Scale 6:19

**Main duties and responsibilities:**

1. Develop warm and trusting, therapeutic relationships with the women who use Joanna Project’s services.
2. Provide high quality practical, emotional and spiritual support to women in a flexible and empathetic manner, adapting to changing needs.
3. Assertively outreach women in the community who require support from the Joanna Project.
4. Contribute to the smooth running of the Day time Sanctuary, Joanna House, creating a welcoming environment and assisting as required with the domestic duties.
5. Contribute to the development, coordination and provision of increased activities and services within Joanna House.
6. By full engagement as a team member, uphold the values of the Joanna Project, contributing to its development and wellbeing.
7. Accept responsibility for specific areas of the Joanna Project’s work as directed by the Director.
8. Work with women on a one to one basis and within groups as required.
9. Support women to access other services.
10. Enable women, who use Joanna Project’s services, to develop skills in planning and self-organization and to encourage them to maintain appointments and commitments.
11. To support the women who use Joanna Project’s service in meeting their cultural needs.
12. Represent Joanna Project at external meetings.
13. To ensure all records relating to the women we support are properly and accurately maintained in the prescribed format on Bluebell (casework files). To ensure all outcomes are acknowledged and recorded appropriately.
14. Ensure all necessary records are properly maintained in line with policies on finance, administration and data collection.
15. To work within agreed risk management and health and safety guidelines.
16. To take appropriate action in the event of emergencies, ensuring that the Director is informed promptly.
17. To participate in the supervision process and accept regular support from your Line Manager, the Director.
18. To willingly take direction from the Director and other team members in their areas of specific responsibility.
19. To promote equality of all individuals in line with Joanna Project’s Equal Opportunities Policy.
20. To work within Joanna Project’s policies, procedures and guidelines for good practice.
21. Participate in other duties as may be required at the responsibility level of this post.
22. To carry out all work in a manner consistent with the aims and ethos of Joanna Project’s and to uphold its values, striving for excellence in all things.

**Personal Specification**

Essential Requirements

* Female (Section 7 (2) (e) Sex Discrimination Act 1975 applies to this post)
* An appreciation and understanding of the nature of Joanna’s Christian ethos and a willingness to work deliberately and respectfully to support these values.
* Recent, relevant experience of engaging with vulnerable people.
* Has a full, clean driving licence and is a confident driver
* Has use of own car
* Must be willing to drive Joanna’s vehicle when required
* Must be legally entitled to work in UK.
* Good listening and interpersonal skills.
* Comfortable talking about spiritual things with women
* Confident in praying with women.
* Mature, reliable, tolerant.
* Confident to work alone in socially deprived areas of Leeds.
* Willingness to complete mundane activities e g laundry, house cleaning, tidying.
* Persistent, persevering and determined, with an optimistic outlook.
* Able to work constructively with others and is a team player.
* Able to use initiative and work independently
* Able to willingly take direction from the Director and other team members in their areas of specific responsibility
* Able to manage and prioritise own workload and manage time.
* Able to work holistically and can be creative and flexible in approach
* Has good common sense and problem solving skills.
* Able to deal positively with conflict and distress.
* Able to self-reflect and to take responsibility for own learning and development with the support of the Director.
* Can make clear decisions even when under pressure and deal positively with challenges.
* Confident in managing risk.
* Able to maintain a friendly, open, flexible relationship with women whilst having a clear sense of appropriate personal boundaries.
* Knowledge and understanding of the nature and impact of street sex work and addiction.
* Has high standards for herself and others
* Able to use Microsoft office, emails and internet
* Able to go work occasional evenings (at least once a month)

Desirable Requirements

* A good personal support network.
* Recent, relevant experience of working with vulnerable women
* Has access to a car.
* Involvement in and support from a local church or Christian community is an advantage.
* Previous volunteering experience with Joanna Project an advantage.

*An enhanced Disclosure and Barring Service (DBS) certificate is required for this role.*

*Closing date for application:*

*Application by CV and Covering letter*

*Informal visit encouraged. To arrange ring office on 0113 350 8071/ 07854857116*

*Assessed by CV, covering letter, interview and references.*

*Please provide contact details of two referees. They will only be contacted after interview, if an offer is made.*

Charity Number: 1138640