

## **JOB DESCRIPTION**

<b>START DATE:</b>	August 2024
<b>JOB TITLE:</b>	Hub Support Worker
<b>PAY:</b>	€25,100 pro-rata
<b>HOURS:</b>	22.5 hours per week
<b>RESPONSIBLE TO:</b>	Hub Coordinator
<b>ACCOUNTABLE TO:</b>	CEO and Operations Manager and Contract Lead
<b>WORKING RELATIONSHIPS:</b>	CEO, Senior Management Team, Senior Hub Support Worker, Hub Support Workers, Counsellors, Volunteer Counsellors, Volunteer Support Workers, OVA and Admin staff

**Job Purpose Summary:** To offer practical support to survivors who are aged 18 years or above and have experienced sexual violence/abuse. To work within a multi-agency setting to assist survivors to access appropriate support such as housing, benefits, health services etc.

To support those who wish to report to Police, through the criminal justice process, including liaising with the Police and any other criminal justice agency.

<b>Main Duties and Responsibilities:</b>	
<b>1. Job Purpose</b>	<ol style="list-style-type: none"><li>1. To support survivors attending Peer Support Groups.</li><li>2. To conduct risk and needs assessments, care, support and safety plans and action taken, record accurately all support provided and where known, the outcomes of that support, and record all onward referrals to agencies or organisations</li><li>3. To undertake effective signposting and referrals to facilitate appropriate support for each survivor as necessary</li><li>4. Provide face to face, online and telephone support (non-therapeutic) to survivors and their supporters where appropriate</li><li>5. To keep accurate and confidential records of all contacts with survivors and relevant agencies involved in the support of the survivor in line with NCVSS's relevant policies and Data Protection/GDPR legislation</li><li>6. To help survivors develop their own support network</li><li>7. To consider child protection issues when engaging with survivors especially those assaulted in a domestic setting, and follow child</li></ol>