



JOB DESCRIPTION

EMPLOYER:	RISE
JOB TITLE:	Housing Outreach and Sanctuary Scheme Caseworker (Maternity Cover)*
RESPONSIBLE TO:	RISE Team Leader
RESPONSIBLE FOR:	Volunteers
SALARY GRADE:	Salary band D1 - £31,389 (FTE) Pro rata over 30h = £25,450.54 per year
WORKING HOURS:	30hrs pw over 4/5 days including Friday.
SPECIAL CONDITIONS:	Some out-of-hours (evening and weekend) work will be required. Some local travel will be expected. Paid on-call work will be available where required.
BASED AT:	RISE premises, BHCC Offices and community partnership locations
DATE REVISED:	April 2026

*** This post is only open to female applicants as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.**

JOB SUMMARY

The RISE Housing Outreach and Sanctuary Scheme Caseworker will hold a caseload of their own and co-work with a team working with domestic abuse survivors and their families with specific housing-related support needs, providing support and guidance related to their housing needs and to their experiences of DVA.

Together with their team they will build, maintain and create links with Brighton and Hove City Council Housing Teams, other housing specialists and local authorities, private landlords, supported housing providers and providers of security solutions to deliver survivor-focussed, trauma aware support to help survivors both access and maintain housing.

She will implement and coordinate the Sanctuary Scheme within Brighton and Hove to provide security options to make their homes safe with an Outreach / Sanctuary case load.

NB: This is a broad job description that covers the full range of potential tasks for the role within the context of an organisation undergoing significant, and not necessarily predictable, change. Actual tasks required are likely to change over time and depend on a range of factors such as service user needs and feedback, service needs and capacity, individual skills and interest, etc.

	MAIN DUTIES
1	STRATEGIC/SERVICE DEVELOPMENT
1.4	Deliver bespoke housing focussed workshops for survivors to access in a safe environment.
1.5	Provide training and consultancy service to other local agencies as required;
1.6	Take a systematic and strategic approach to collecting key learning and evidence from the project in order to advance and improve the support offered to women seeking suitable accommodation;
1.7	Participate in organisational strategic planning days and in events which help to raise the profile or funds for RISE;
2	CASEWORK / OPERATIONAL DUTIES
2.1	Casework referrals to the sanctuary scheme, prioritising high risk clients, assessing their security needs, responding to referring agents in a timely fashion, maintaining positive working relationships with contractors and ensuring that works are carried out fully as required
2.2	Provide flexible, high quality floating support to survivors of domestic abuse, develop support networks and help sustain clients' tenancy, supporting around health and wellbeing.
2.3	Provide high quality, trauma informed and strengths-based information, advice and advocacy to service users over the telephone, one to one and/or in a group context around domestic violence and abuse, and around housing specifically.
2.4	Assess the needs of people referred to the service and assess the risks they are subject to and identify the services appropriate to their needs and prioritise accordingly
2.5	Refer into other RISE services for a holistic response to the client's needs including into counselling, children's work and if risks escalate to appropriate high risk services.
2.6	Carry out appropriate case recording, ensuring key performance indicators are accurately captured and keep accurate client records as required, and that these are securely stored in a fashion agreed by RISE
2.7	Deliver group interventions and workshops to RISE service users as required and input to online training offer
2.10	Provide information to other agencies in accordance with RISE's Data and Information Sharing Agreements, Confidentiality and Adult and Child Protection policies.
2.11	Attend relevant training around Housing or other relevant issues as it relates to the role.
2.12	Attend team and case management meetings, team debrief, team support sessions and clinical supervision as required.

3.	CHILDREN, YOUNG PEOPLE AND FAMILIES
3.1	Ensure that children's rights to safety are protected having particular regard to child protection issues and the needs of children who have experienced abuse, working with non-abusing parents wherever possible.
3.2	Work to ensure a safe and supportive environment for any children and young people who are associated with the service, ensuring safe and appropriate childcare and activities are provided if needed.
4.	QUALITY ASSURANCE & MONITORING
4.2	Follow monitoring systems ensuring accurate recording of client contacts and outputs, in-line with RISE and funder expectations;
4.3	Oversee the work of volunteers, students and sessional workers on a day-to-day basis as required.
4.4	Attend meetings, training and supervision as required.
5.	GENERAL DUTIES
5.1	At all times protect the safety and security of RISE, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
5.2	Uphold the rights of people who have experienced domestic violence, advocating vigorously for them while offering protective strategies, and appropriate safe services
5.3	Adhere to RISE's Values, Code of Conduct, policies and procedures.
5.4	Adhere to the terms of relevant legislation, and keep abreast of any changes or proposed changes in relevant legislation, policy and practice
5.5	Undertake such other duties, appropriate to the grade and character of the work, as may be reasonably required.

RISE is a continuous development organisation and successful candidates will be required to have an open and flexible approach to change. The job description sets out the duties of the post at the time it was drawn up and will be reviewed as necessary. Duties may vary without changing the general character of the job or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION:

RISE Outreach and Sanctuary Scheme Caseworker (Maternity Cover)

E = Essential

D = Desirable

The Outreach and Sanctuary Scheme Caseworker (Maternity Cover) will possess:

KNOWLEDGE AND QUALIFICATIONS:

1.	An appropriate relevant qualification such as Safe Lives/Women's Aid IDVA training, NVQ3 in Advice work or social care;	D
2.	A good working knowledge of issues relating to domestic violence and sexual violence, including issues relating to homelessness / housing;	E
3.	A good working knowledge of relevant legislation e.g. housing, matrimonial, coercive control, criminal, children.	E
4.	A good working knowledge of housing issues, systems, policy and practice.	E
5.	Good basic written and spoken English and confident in using client databases and assessment tools.	E

EXPERIENCE:

6.	Experienced in working with adults and children with multiple needs and complexity;	E
7.	Experienced in working safely with children and families;	E
8.	Experience of effective partnership inter-agency work and awareness of needs of other professional agencies;	E
9.	Experience of advice giving and advocacy and the ability to advocate for women and children e.g. with agencies and when challenging decisions.	E
10.	Experience of setting up and running workshops	E
11.	Experience of writing and delivering training	D

RISE CORE COMPETENCIES (Tested at Interview):

Communication: ability to communicate clearly, concisely and in a timely manner, avoids jargon and adapts style to needs of audience. Communicates in a manner that is consistent with RISE policies and procedures, showing respect for culture and beliefs. Gives people the opportunity to check their understanding and ask questions.	E
Effective delivery: ability to plan, prioritise and make improvements in order to achieve personal, team and organisational objectives within a timescale. Being proactive, taking an organised and engaged approach.	E
Living RISE values: is positive and self-aware, possessing RISE ethos and philosophy demonstrated through their behaviour that reflects RISE values for Respect, Independence, Safety and Equality.	E

<p>External orientation: seeks information about the external environment on issues relevant to RISE. Keeps up to date on development to their role or team. Builds own awareness of the bigger picture. Generates new ideas and innovative solutions and creates tactical fixes to problems at hand.</p>	E
<p>Safeguarding vulnerable adults and children: uses risk assessments to plan and carry out work, familiarises self of health and safety, safeguarding and security procedures, operating within the limits of their own role. Follows safeguarding policies and procedures when undertaking work with vulnerable adults, younger people and children. Takes appropriate and immediate action to deal with health and environmental Emergencies. Promotes the wellbeing and safety of colleagues and service users.</p>	E