**Covering Document: Amparo Liaison Worker**

**To be considered for the post above, please complete this document in full and submit it with an up-to-date C.V. containing full contact details.**

1. Name:
2. Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes/ No (please delete as appropriate)

1. Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974?

Yes/ No (please delete as appropriate)

If yes, please give details / dates of offence(s) and sentence.

1. Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes/ No (please delete as appropriate)

1. Are you related to or do you have a close personal relationship with an employee(s), volunteers or Executive member of Listening Ear?

Yes/ No (please delete as appropriate)

If so, please state their name, job title and your relationship to them.

1. The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities’. Do you consider yourself to have a disability?

Yes/No/I do not wish to disclose

If yes, please give brief details of any adjustments you may require to enable you to attend and participate in an interview.

Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

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| --- | --- | --- |
| **Person Specification** | **Essential/ Desirable Criteria** | **Please write a short statement below which evidences how you meet each criteria (if applicable to you). For any that don’t apply to you, please write N/A (for not applicable).** |
| Qualification in community work/ social work/ psychotherapy/ counselling – level 4 | E |  |
| Two years post-qualification experience working in a helping profession | E |  |
| Professional accreditation, or working towards appropriate accreditation | D | *If you cannot evidence the 2 essential criteria above, please do not proceed with the application.* |
| Relevant suicide prevention training e.g. ASIST, STORM, critical incident training and cultural competency training | D | *\*Training can be provided by LE* |
| Evidence of continuing CPD and an excellent knowledge of safeguarding Adults/ children and young people and knowledge of child protection practices. | E |  |
| Experience of conducting initial triage and risk assessments (including multi-agency and Whole Family Approach) | E |  |
| Experience supporting beneficiaries within a Support Plan by using the least restrictive and intrusive option possible | E |  |
| Working with single and complex trauma | E |  |
| Experience and examples of working with diverse groups, treating all with dignity and respect in line with the Equality Act 2010 including all 9 protected characteristics. | E |  |
| Demonstrate an understanding of GDPR. Have the ability to operate an appropriate confidentiality policy, keeping people's personal records, (including medical records), accurate, safe and confidential. | E |  |
| Knowledge of Trauma Informed Care and Adverse Childhood Experiences (ACE’s) | D |  |
| Experience of facilitating and delivering groups | D |  |
| An understanding of mental health services in the voluntary sector including local/national suicide prevention/postvention services | D |  |
| Experience of mentoring volunteers | D |  |
| Living experience of bereavement by suicide | D |  |
| Full clean driving license and access to a car for mobile working | E |  |
| Resident of Coventry or Warwickshire | E |  |
| Ability to travel for the role in order to meet clients in their own homes or in community venues and attend professional meetings as required | E |  |
| Excellent administrative skills, with the ability to prioritise work and to manage a number of cases and priorities | E |  |
| Flexible working across a range of duties and across our range of opening hours including evenings and weekends | E |  |
| Excellent team working and communication skills both verbally and in writing | E |  |
| A positive contributor to achieving team goals | E |  |
| Demonstrate excellent knowledge of safeguarding Adults/Children and young people and knowledge of  child protection practices | E |  |
| Demonstrate an understanding of GDPR. Have the ability to operate an appropriate confidentiality policy and keep people's personal records, (including medical records,) accurate, safe and confidential. | E |  |
| A calm approach to problem solving and to working in a team environment | E |  |
| The flexibility to undertake LE and other training as required, (either locally or nationally) and to attend LE meetings as required. | E |  |
| Strong ethical values, personal integrity and the ability to work within the principles of confidentiality | E |  |
| An understanding and commitment to a client focused approach | E |  |
| An awareness and understanding of diversity and equality issues and work in a non-judgemental way with people from all backgrounds | E |  |
| Evidence of resilience and experience of working on own initiative with minimum of supervision, with the ability to remain professional under pressure | E |  |
| Excellent IT skills with the ability to effectively complete impact monitoring systems and to create professional reports for external agencies. | E |  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Listening Ear Merseyside processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Yes/ No (please delete as appropriate)

Where did you hear about this job?

Declaration:

Listening Ear is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

*I acknowledge that Listening Ear is under a duty to protect the funds it secures from grants, contracts and donations and to this end, I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.*

*I hereby certify that:*

* *All the information given by me on this form is correct to the best of my knowledge*
* *All questions relating to me have been accurately and fully answered*
* *I possess all the qualifications which I claim to hold*

**Signed: Dated:**

**To apply for this role, submit this completed form along with your current C.V. via email to:**

[**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)

**For enquiries relating to this role, please contact** [**Enquiries@listening-ear.co.uk**](mailto:Enquiries@listening-ear.co.uk)**.**