



# KALAYAAN

justice for migrant domestic workers

## JOB DESCRIPTION

<b>Job Title</b>	<b>Caseworker</b>
<b>Line Manager</b>	<b>Director</b>
<b>Hours</b>	<b>35 hours/w</b> (applications for 4 days/w = 28 hours/w will also be considered)
<b>Place of work</b>	Our offices are in London, W11 4SF  Currently we are mainly working remotely.  Ideally the Caseworker will do a <b>combination of office and home working</b> . Details to be discussed, with safety always a priority.
<b>Length of contract</b>	<b>1 year fixed-term</b> (the contract might be extended pending a capacity needs assessment and funding)
<b>Salary</b>	Between <b>£27-29K, gross p.a.</b> , depending on experience, + 5% employer's pension contribution
<b>Start date</b>	<b>As soon as possible</b>

## Role of Post

- To support migrant domestic workers in accessing advice and support services
- To assist in the identification of victims of trafficking for domestic servitude and in drafting referrals to the National Referral Mechanism

## Duties

The following list is typical, but not exhaustive. The post-holder may be required to carry out duties of a similar type from time to time as agreed with the Line Manager

**SUPPORT WORK** - Provide support and advocacy services to Kalayaan's clients, including:

- Register new clients

- Take clients' statements
- Assist in the identification of victims of trafficking for domestic servitude, and draft referrals to National Referral Mechanism if appropriate
- Assist clients in accessing support services such as counselling, emergency accommodation, welfare advice, etc. through appropriate referrals or signposting
- Assist clients in opening bank account, obtaining National Insurance numbers etc,
- Assist clients in accessing health care
- Maintain and expand Kalayaan's network of support services providers
- Coordinate volunteers to accompany clients to police stations, embassies or Home Office appointments
- Assist clients in accessing emergency accommodation.
- Provide information about employment rights
- Refer cases to employment lawyers for minimum wage and other claims when appropriate, and support (practically and emotionally) workers who are taking cases
- Give assistance with Tax and National Insurance enquiries, making referrals as necessary
- Organise workshops, community events, meetings and training for clients

### ***ADMINISTRATION AND MONITORING***

- Keep accurate, detailed and confidential case records.
- Ensure that monitoring and evaluation systems are adhered to, and undertake database entry regularly.
- Compile regular update reports for staff, management committee, campaign purposes and for funders as required.
- Report to funders

### ***GENERAL DUTIES***

- To work in line with Kalayaan's policies, procedures and constitution.
- Share general office duties such as answering phone, sorting post, checking messages, etc.
- Attend staff and volunteer meetings and Management Committee meetings as and when required.