

Job Description – Rights Equality Sandwell (RES)

**Job Identification**

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| Job Title | Caseworker – Rights Equality Sandwell (RES) |
| Responsible To | Board of Directors |
| Salary Range | £12.00 per hour |
| Hours | 12 hours per week (One year) |

**Job Role**

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| As a caseworker you will identify and promote good practices towards different minority groups in a variety of settings. This role will need the successful candidate to be empathetic and have excellent listening and communication skills supporting clients who have experienced discriminatory practices in a variety of settings. It will be your responsibility to gather and present the information to a variety of audiences, so excellent literacy, communication and written English skills will be needed. You will need to have a proven, genuine interest in equality, diversity and inclusion and at addressing discriminatory practices that have a negative impact on people’s life and work. |

**Key Duties**

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| No | Description of Duties |
| 1 | Provide casework and telephone support for inequalities, including harassment unlawful discrimination and inclusion |
| 2 | Provide monthly client monitoring online and paper based reports |
| 3 | The ability to advise and assist clients with casework up to tribunal or county court level |
| 4 | To attend relevant training and to keep up to date with changes in legislation. |
| 5 | Update and maintain client database using Access software |
| 6 | To undertake any other related duties as directed by the board of directors. |
| 7 | To develop strong links and relationships with partners |
| 8 | To attend multi agency cohesion meetings |
| 9 | To work alongside partner agencies eg Statutory groups (Police, Local Authority) and community and voluntary organisations, developing strong links. |
| 10 | To promote and Publicise RES at relevant events |
| 11 | To produce quarterly newsletters |

**Standard Clauses – all job descriptions**

* To comply with Rights and Equality Sandwell’s policies and procedures
* To comply with Rights and Equality Sandwell’s safety policy and other safety procedures and guidelines deemed part of the job description. All employees and volunteers must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.