



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

### **Support Worker (\*Female)**

<b>Job Title:</b>	Urdu / Punjabi Speaking Support Worker (Female*)
<b>Job Hours:</b>	21 – 28 hours per week
<b>Location:</b>	Edinburgh
<b>Line Manager:</b>	Safeguarding Officer (Edinburgh)
<b>Salary:</b>	£21,600 - £24,459 pro rata depending on qualifications and experience, (also offered at £17,600 as a trainee position)
<b>Term:</b>	This post is fixed-term to 31 <sup>st</sup> March 2019, extension subject to funding

#### **Purpose of Job**

To provide one-to-one support in first languages to women experiencing language and other barriers to mainstream legal, health, housing, and welfare rights services.

To provide one-to-one befriending and advocacy support in first languages to women experiencing dementia or at the risk of dementia, in their homes or care homes.

#### **Principal Duties**

- Provide emotional and practical one-to-one support to women not able to access mainstream legal, health, housing and welfare rights services due to language barriers or to not knowing what services are available.
- Provide befriending, activities, and advocacy support to women experiencing or at risk of dementia in their homes, care homes, or in hospital.
- Make referrals within Saheliya and/or to relevant organisations.
- Ensure the best possible outcomes for service users by team-working with colleagues from other Saheliya services and / or with staff of other organisations, and with family members as appropriate.
- Maintain high levels of confidentiality.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk) ; Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



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- Keep appropriate records and monitor your own area of service.
- Participate in regular support and supervision sessions with line-manager and in regular team and full staff meetings in order to share and discuss work-related issues and to agree and plan personal objectives to maintain best practise.
- Become acquainted with Saheliya's values, vision, ethos and services (initially through an induction programme); and to assist in promoting them with the service users.

### **General Duties**

- Work with Saheliya colleagues to maintain an effective office in all areas of service user contact (telephone, email, mail or person-to-person), including conducting intake interviews.
- Participate in continuing professional development, including opportunities arranged or facilitated by Saheliya, such as training days and workshops.
- Liaise with and/or establish working partnerships with related voluntary and statutory organisations.
- Maintain a professional profile on behalf of Saheliya in all contact with service users, and other organisations.
- Carry out any further and appropriate duties as they might arise.

### **Person Specifications**

#### **Essential:**

- Fluent speaker of Urdu / Punjabi
- Fluent spoken and good written English
- In-depth understanding of the addition and specific problems faced by BME women in Scotland
- Commitment to equality and human rights
- Understanding of confidentiality and the ability to maintain it
- Compassionate and empathetic
- Experience of supporting people in a private or professional capacity

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- Able to maintain boundaries.
- Ability to work on own initiative and as part of a team
- Computer literate
- Willingness to take part in training and develop skills and qualifications including working towards an SVQ 3 in Health and Social Care
- Willingness and ability to promote Saheliya's ethos in all areas of the work
- Understanding of mental health issues

**Desirable:**

- Experience of advocacy, emotional and practical support work
- Experience of working with people with mental well-being problems
- Experience of working with people with dementia
- Experience of working in the voluntary sector

**Closing date for applications:** Monday 20<sup>th</sup> August 2018 (10am)

**Interviews:** *to be confirmed*

**Please send your application to:** [info@saheliya.co.uk](mailto:info@saheliya.co.uk) or  
Recruitment, Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW

**For further details contact:**

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Tel: 0131 556 9302

Email: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)

Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

*\*The Equality Act 2010 (part 1, Schedule 9) applies to this post. Applications are therefore restricted to female candidates only.*

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