

TLC: Talk, Listen, Change**Role Profile**

Job Title	Domestic Abuse CARA Facilitator (Cautioning and Relationship Abuse)
Salary:	Grade 3 Point 23: £29,654 per annum FTE based on 37 hours p/w (£15.41 per hour) Annual Continuous Professional Development allowance Generous Annual leave entitlement Birthday leave
Hours:	A minimum commitment of 28 hours per year plus 26 hours initial training. More frequent hours available.
Contract:	Sessional hours as agreed with line manager
Locations:	Delivery venues will include those close to metro stations across Tyne and Wear and in main towns in Northumberland.
Accountability:	Domestic Abuse CARA Service Manager
Job Purpose:	To co-deliver domestic abuse awareness raising group workshops to first time offenders of domestic abuse who have made a full admission and accept responsibility of their use of unhealthy behaviour

Please note:

This post is subject to an Enhanced DBS check and police vetting.

You will be required to attend core CARA Facilitator Training.

Please ensure you are available to attend all the following training dates:

- Thursday 20th March – 9:30 – 4:30 in person Newcastle City Centre
- Friday 21st March – 9.30-4.30 in person Newcastle City Centre
- Saturday 22nd March – 9.30-4.30 in person Newcastle City Centre
- Sunday 23rd March – 9.30-4.30 in person Newcastle City Centre

Key Responsibilities:**Delivering group work with clients:**

- To actively participate in CARA Core Training prior to delivery of CARA sessions.
- To deliver domestic abuse awareness raising workshops with a co-facilitator to groups of approximately ten participants.
- To use motivational interviewing techniques and ensure adherence to the CARA manual and any additional guidance from training when delivering workshops.
- To ensure safeguarding and risk management is considered at all times when delivering workshops.
- To ensure sessions are recorded, where required, for monitoring purposes.

- To ensure CARA attendance registers are correctly completed and submitted securely to CARA lead.
- To ensure that session planning, de-brief and evaluation is undertaken and recorded.
- To ensure that all resources needed for the effective delivery of the sessions are in place, including any preparation tasks required, such as purchasing refreshments, stationery and printing of worksheets.
- To undertake practice supervision for the purposes of facilitator development and to ensure programme integrity when delivering the CARA workshops.
- To undertake ongoing CARA training and development as and when required.
- To work closely and collaboratively with TLC: Talk, Listen, Change responding to communications in a timely manner.
- To liaise with external agencies as and when required.

Other

- To conduct all work in a way that reflects the aims and principles of TLC, Talk Listen Change in particular TLC, Talk Listen Change policies on Equal Opportunities and Confidentiality.
- To keep up to date with domestic violence and abuse issues and participate in relevant training as required.
- To undertake other duties as reasonably requested.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education, Training and Knowledge	<p>An understanding of the importance of safeguarding procedures</p> <p>A comprehensive understanding of domestic abuse and short- and long-term impacts on victims and their children</p> <p>Understanding of cultural diversity and non-discriminatory practice</p>	<p>Understanding and awareness of motivational interviewing techniques</p> <p>Completed Motivational Interviewing training</p> <p>Theoretical and practical knowledge of domestic abuse issues and research</p> <p>Awareness of Cognitive Behaviour Theory and principles</p> <p>Awareness of offender's denial, minimisation, victim blaming and other tactics when responding to domestic abuse issues</p>
Relevant Experience	<p>Experience of working with domestic abuse perpetrators/offenders and/or victims</p> <p>Experience of group work</p>	<p>Experience of facilitating domestic abuse perpetrator/offender group work</p>
Skills and Abilities	<p>Well-developed communication skills</p> <p>Good administrative and organisational skills</p> <p>Good planning and time management skills</p> <p>Group facilitation skills</p> <p>Ability to self-evaluate, reflect and improve practice with service-users and learn from constructive feedback</p>	<p>Fluent in an additional language</p>
Personal Attributes and other factors	<p>A commitment to anti-discriminatory practice in employment and service delivery, and to implementing anti-discriminatory practice in relation to job responsibilities</p> <p>A commitment to work in accordance with the confidentiality and equal opportunities policies of TLC; Talk, Listen, Change</p>	

	<p>A commitment to personally adhere to values of non-violence and respect in order to model this to service users.</p> <p>A commitment to working in ways that prioritise the safety of those affected by domestic abuse, both adult victims and their children</p> <p>Ability to travel to workshop training locations</p>	
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