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# **Coventry Irish Society**

Job Title: Survivors Outreach Worker

Supervised by: Manager

Grade/Salary; £25,000

Hours: 37 hours per week (5 weeks holiday) – some out of hours work will be required with time off in lieu

**Overall Purpose of the post:**

To provide information, support, and advice to Irish Survivors to enable them to access the forthcoming Mother and Baby Home Redress Scheme. In addition, to conduct a health and welfare audit of Survivors and ensure they are accessing necessary health and welfare entitlements.

**Duties:**

1. Provide advice, information, and support for Irish Survivors to access a new Mother and Baby Home Redress Scheme
2. To support a significant number of Survivors based in the Midlands that have previously obtained Redress as part of the Residential Institutions Redress Scheme but that have ongoing health and welfare needs.
3. Organise and facilitate Survivors Lunch Clubs and outings as necessary.
4. To apply for personal records for Irish Survivors as necessary.
5. To identify health and welfare benefits that Survivors are entitled to and to complete those applications on behalf of Survivors and refer appropriately where necessary to ensure Survivors gain entitlements.
6. Work in liaison with other Survivors Support Services and Irish welfare organisations to communicate the best way to support Irish Survivors.
7. Attend meetings and forums as appropriate to work in unity with Survivor’s support services in the UK.
8. Complete a wide range of health and welfare benefit assessments and applications. This includes Housing and Housing related support.
9. Supporting Clients with dealing with Social Services, Care Assessments and Carers issues.
10. Liaise with CIS Health, Welfare, and Befriending Services to help meet the needs of Irish Survivors.
11. Ensure that Irish Survivors are aware of mental health support available to them such as Counselling through the Immigrant Counselling and Psychotherapy Service (ICAP).
12. To support Irish Survivors with advice information and support with completing Irish Passport applications including using the online passport application system or referring Survivors to CIS Passport services as necessary.
13. Subject to resources, to develop and operate outreach surgeries in various parts of Coventry, Warwickshire, West Midlands, and Leicestershire and to conduct outreach work in general, including home visits.
14. To maintain accurate and comprehensive case records on all individual client contacts, including outcomes.
15. To increases the profile and work of the organisation through liaison with other agencies and workers, and the participation in professional community events and activities.
16. To attend staff and general meetings within CIS including CIS AGM.
17. To prepare a regular report detailing client outcomes for the purposes of CIS demonstrating to grant aid providers the needs of Irish Survivors.
18. To contribute to the development of a newsletter and other information to raise awareness amongst the Irish community of the needs of Irish Survivors.
19. To anticipate and attend training as requested.
20. To undertake all duties in accordance with the organisations equal opportunities policy.
21. Any other duties that fall within the grade of this post as directed by the Manager.