

## Job Description

<b>Job Title:</b>	<b>Lead Caseworker</b>
<b>Hours:</b>	Up to 24 hours per week
<b>Salary:</b>	£16 per hour
<b>Responsible to:</b>	Programme Manager (BBG)
<b>Responsible for:</b>	<b>Caseworker</b>
<b>Location:</b>	Osmani Centre London E1

### Job Role

Supporting young people (14-24 yrs.) and their families with a history/at risk of serious violence, offering weekly tailored interventions and family support for up to 1yr. The aim is to reduce harm and risk, build aspirations/positive mindset and offer support toward ETE opportunities. The Lead Caseworker will also supervise and manage the Case worker.

You'll be the first point of contact for clients, assessing their needs, providing advice, and coordinating a tailored plan of action.

### Main Duties and Responsibilities:

- Conduct initial client assessments to determine their specific needs.
- Provide advice, solutions and information to clients on their requirements.
- Liaise with local authorities, statutory bodies, and other stakeholders to ensure effective service delivery.
- Maintain comprehensive client records, ensuring data confidentiality and compliance with relevant laws.
- Assist in the preparation of reports for internal and external use.
- Keep up-to-date with relevant laws, policies, and best practices.
- Oversee caseworkers and ensure service quality and consistency.

### Essential Skills:

- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Good organisational skills and attention to detail.
- Good understanding of the needs of young people with a history/at risk of serious violence, particularly from BAME backgrounds.
- Knowledge of other support services available for young people in Tower Hamlets.

### Qualifications:

- Previous experience in casework or a similar client-facing role.
- Previous experience of supervising staff / volunteers
- Familiarity with referral pathways would be beneficial.