

**Refuge Worker**

**Volunteer Role Profile**

Responsible to: County Manager

Responsible for: No staff

Objective of the Post: Help in the running of refuge.

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| Direct Delivery in refuge (can include some or all of the tasks listed) | * Accompany residents to appointments where they are unfamiliar with the area and/or need moral support * Organise activities for residents and children to mark celebration days – eg Christmas, Diwali, Eid, Easter, summer break workshops * Co-ordinate the receipt, sorting, distribution and storage of donations to residents * Populate refuge notice boards with information about the local area, keeping them up-to-date and relevant. * Offer support and coaching to refuge residents as they prepare to re-settle in their new homes. * Help staff to ensure that vacant rooms are ready for new residents as soon as possible |
| Safeguarding Children and Vulnerable Adults | * Ensure that the safeguarding of children and vulnerable adults is central to our work, following WMWA policies and procedures |
| Service User Involvement | * Support refuge staff in organising service user consultation and evaluation workshops in refuge. |
| General Duties | * Attend supervision sessions and team meetings, as requested * Promote equality of opportunity and anti-discriminatory practice |