



## Casework Intern (Croydon)

**Young Roots is a small charity that supports young refugees and asylum seekers in Brent and Croydon.** We are looking for **two Casework Interns** to assist in running our casework service supporting young refugees and asylum seekers in **Croydon** from Jan 2018.

Interns are an invaluable part of our small team and will have the opportunity to gain experience of direct work with young refugees and asylum seekers through our case-work drop-in and attending appointments with them, as well as assisting with administration and monitoring and evaluation tasks. The position is unpaid, but travel expenses within Greater London are covered. All interns will need to provide 2 references, undergo a Young Roots DBS check and attend Young Roots safeguarding training.

### ROLE INFORMATION

**Work Days:** *Role 1:* Wednesdays 10am – 6pm, Thursdays 12–8pm, Fridays 10am – 6pm.

*Role 2:* Mondays 10am – 6pm, Thursdays 12–8pm

**Work place:** Croydon office, with travel around London

**Commitment:** 6 months, part time (2 or 3 days per week)

**Start date:** Tuesday 9<sup>th</sup> January 2018

### ROLE DESCRIPTION

1. To attend and support the casework drop in taking place within our mixed youth group in East Croydon.
2. To provide one to one support to young asylum seekers and refugees who attend our drop in or whom are referred to us.
3. To accompany young refugees and asylum seekers to external appointments with various organisations, providing emotional support and feeding information back to the caseworker.
4. To support with outreach for the casework service to help ensure that our service is accessible to everyone in our target group.
5. To maintain effective records of all contact with young asylum seekers and refugees or contact made on their behalf using our online database.
6. To support young people to access other services, for example NHS, legal advice and representation and making appropriate referrals where necessary.
7. To work with staff to contribute to monitoring and evaluating the outcomes of the service
8. To make cross referrals to the youth group and peer support group.
9. To attend project planning, team and debrief meetings as agreed with project staff
10. To report any problems, accidents or concerns to project staff
11. To read, understand and agree to Young Roots' child protection/safeguarding policy.
12. To attend and take part in training as agreed with your manager.
13. To attend and take part in supervision meetings with your manager every 6 weeks
14. To inform project staff immediately if you are unable to attend one or more session, or if you will be late.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good organisation and administrative skills</li> <li>• Good ICT skills</li> <li>• Good team working skills</li> <li>• Good leadership skills</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to work independently</li> <li>• Ability to deal sensitively and empathetically with vulnerable people</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with refugees and asylum seekers</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of child protection issues</li> <li>• Ability to navigate London's public transport system</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak refugee community language(s)</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment to working with young refugees and asylum seekers</li> <li>• Interest in working with young people aged 11-25 years old in a 1-to-1 setting</li> <li>• Commitment to Young Roots' values and youth participation statement</li> <li>• Reliable and punctual</li> <li>• Willingness to take part in training</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• Willingness to volunteer part-time for 6 months</li> <li>• Available to work on the days and times specified in the job ad</li> </ul>	

## RECRUITMENT INFORMATION

**Deadline:** 5pm, Monday 11<sup>th</sup> December 2017

**Interview date:** Tuesday 19<sup>th</sup> December 2017

**Start date:** Safeguarding training on Tuesday 9<sup>th</sup> January 2018

Please email completed application forms to Michele Kirschstein ([London@youngroots.org.uk](mailto:London@youngroots.org.uk)) by the deadline above specifying which internship and location you are applying for. *(Please note, you are welcome to apply for more than one of the roles but only have to complete one application form)*

