**JOB DESCRIPTION**

**Childrens and Joint Commissioning Department**

**JOB TITLE:** Refugee Integration Officer

**DIVISION:** Safeguarding and Specialist Services

**GRADE:** Band 9

**RESPONSIBLE TO:** Head of Housing, Hardship and Welfare Services

**POST REFERENCE:**  SR 107119

**Purpose of Post**

To support Hartlepool Borough Council in the settlement of families into the town as part of the Government’s ‘Resettlement Schemes’.

To promote settlement and integration of migrants and refugees; enabling them to participate fully in local community life, supporting their social and welfare needs and assisting them in their journey to a new independent life in Britain.

**Key Relationships**

* Children, young people and families
* Early Help Team
* Social Care Team – adults and children
* External service providers including DWP, Health, Cleveland Police, Community Safety, Education, Mears and Voluntary Sector

**Main Duties and Responsibilities**

1. Resettlement Schemes

* To work alongside key council officers to support families from outside of United Kingdom to settle into the town.
* To support the development of a plan of action for families including an assessment of need that clearly covers all aspects of need from arrival through to integration into education and community.
* To support the council with information on the cultural needs of the families.
* To gain an understanding of what support services are available to families in the town and across the region and to share this information with workers and families.
* To provide advice, guidance, sign posting and referring to other appropriate agencies including DWP and HMRC to access benefits and entitlements.
* To support the council with the recruitment of staff and volunteers that will work with the families.
* To support the department to create written materials that the family can use to help them understand and access services.
* To work alongside HBC Family Support Workers, Social Workers and education staff to ensure families are accessing all the services that they need.
* To attend meetings, including those of a sensitive nature, with families and workers to ensure assessment takes place and that families understand and consent to this process.
* To support families to understand the role of Early Help, Social Care and Education assessment as appropriate.
* To develop written policies, procedures and guidance documents to support the resettlement process.
* To help develop the council’s skills and ability to welcome further families in the future.

1. Integration

* Support migrants and refugees to become active members of the community with a knowledge and understanding of life in Britain.
* Support adults to engage in ESOL sessions, training, volunteering and work opportunities at their earliest opportunity.
* To work with training and employment organisations to understand the needs of migrants and refugees.
* To promote understanding of the needs of refugees to child and adult workforce via presentations, workshops, seminars, briefing and newsletters.
* To deliver outreach support services in relevant areas of the town.
* Create case files as appropriate and manage client information in accordance with all relevant legislation; ongoing case management of families withdrawing support when it is appropriate and safe to do so.
* Undertake direct work with children, young people and families working with them in their homes and out in the community if it is appropriate to do so.
* Support workers that engage with refugees to understand the complex needs of families and the most effective ways in which to work with them.
* To support and mentor less experienced workers to become effective in their interventions with refugee families.
* Helping collate information for reports to appropriate audiences including statistics and data on the refugee population of the town.
* Promoting equality in accordance with the Local Authority’s values.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 25/09/2021

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**