

# Job Description and Person Specification

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**Job Title:** Refugee Integration Adviser **Grade:** G3  
**Reports To:** Service Manager

## Overall Job Purpose

To promote the integration and settlement of refugee families settling in Dundee to enable them to participate fully in the society, by undertaking a needs assessment to identify their social and welfare needs assisting them in their journey and to overcome barriers.

## Key responsibilities

- Undertake an assessment of client needs of new refugees.
- Giving direct advice, sign posting and referring as appropriate to other agencies or bodies.
- Provide information to clients in a variety of formats (verbal, written, leaflets and various information booklets).
- Work with new refugees to develop a personal integration plan of settlement in Scotland.
- Work with new refugees to develop an action plan to assist with securing suitable jobs / training / volunteering at the earliest possible opportunity.
- Provide refugees, especially those who are vulnerable or have complex needs, with specialist advice on housing options and welfare rights
- Work with and advise appropriate external agencies to ensure the delivery of services to service users in areas such as employment, health, housing, welfare, money management and education.
- Monitor and evaluate the delivery of services through good casework management and recording.
- Support the reporting requirements of the organisation by documenting and recording statistics using relevant databases.
- Provide briefing sessions to groups of clients as required.
- Provide advice and information to clients in their first language when required using interpreters and adhering to good practice standards.
- Deliver outreach services in a variety of community settings.
- Create, manage and maintain case files, and ensure that all relevant documentation is completed to the highest standards, within agreed timescales.
- Initiate and carry out regular case reviews as required to ensure refugees are on the right path to achieve their potential.
- Report back on key performance indicators to the team manager.
- Promote awareness of refugee needs and rights through provision of training, seminars, briefings, and electronic and written communications and by participating in appropriate networks and forums.

## **Service Development**

- Support the development of the service and the organisation's advocacy role by identifying and providing case studies as required.

## **Other Duties**

- Maintain the agreed Quality Standards and Team Standards in a consistent manner and across all functions of the team.
- In the interests of service users and in line with professional standards, to develop good working relationships with internal and external services and organisations. To represent Scottish Refugee Council in a professional manner at all times.
- Undertake training and development activities as required to develop skills and abilities which will enable the post-holder to fulfil the purpose of the role and support the success of the organisation.
- Participate in and contribute to organisational/team meetings as required.
- Provide reports for senior staff and management as required.
- To provide appropriate support to volunteers as required.
- Ensure that all health and safety requirements are met in the delivery of the services.
- Undertake all work in accordance with Scottish Refugee Council's policies and procedures.
- Ensure that all work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures.
- Undertake any other appropriate duties as requested.

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Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>Degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>OISC Level 1</li> </ul>
Language skills	Fluent in Ukrainians/Russian	
Job Experience and skills	<ul style="list-style-type: none"> <li>Experience of working with vulnerable groups</li> <li>Proven ability to understand and advise on complex areas of legislation and policy</li> <li>A good general knowledge of statutory and voluntary services and legislation</li> <li>Knowledge of benefit, housing, employment, education, health and social work systems</li> <li>An awareness of Health and Safety requirements and the ability to apply these whilst working in a public access area</li> <li>Effective negotiating skills with a wide range of individuals and organisations</li> <li>Interpersonal skills including an awareness of cultural differences</li> <li>Understanding of the need for impartiality and confidentiality</li> <li>The ability to identify trends in casework and produce case studies in order to inform social policy</li> <li>A demonstrable awareness of the level of discrimination faced by asylum seekers/refugees in the UK and a strong commitment to improving the quality of support and services they receive</li> <li>Good communication skills (both verbal and written)</li> <li>Good I.C.T. skills and knowledge of using databases and Microsoft XP</li> <li>Ability to write reports and draft correspondence</li> <li>Ability to work in high pressure situations</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of immigration legislation and systems</li> <li>Experience of working with volunteers</li> </ul>
Personal	<ul style="list-style-type: none"> <li>Working well as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of cultural</li> </ul>

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Qualities and Abilities	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Empathy with asylum seekers &amp; refugees</li> <li>• An excellent understanding of equal opportunities</li> <li>• Willing to travel to other locations within Scotland on occasion</li> <li>• Ability to maintain appropriate professional boundaries</li> </ul>	differences
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