

Job Description

Summary	
Job Title	Case Worker / Saksbehandler
Department	Programmes
Location	Stavanger, Norway
Job Type	Project based / Prosjektstilling with flexible working hours as required
Reporting To	Norway Director
Direct Reports	None
Job Purpose	To develop effective long term networks with local communities; build trust and confidence with potential victims who are consequently able to develop confidence to escape their traffickers and begin rebuilding their lives.
Duties & Responsibilities	
<ul style="list-style-type: none"> • Develop new and existing networks with a high probability for identifying potential victims of trafficking. • Use local and cultural knowledge and language skills to identify and build relationship and trust with potential victims of trafficking. • Carry out risk assessments and analyse client needs, signposting to other agencies who can assist. • Inform victims of appropriate forms of support available and assist them to access pathways such as the reflection period, legal aid and police reporting. • Assist with enquiries as directed by the Norway Programme Director. This may involve researching, gathering and obtaining evidence and intelligence by various means including the discreet interviewing of victims and potential witnesses. • Networking with other stakeholders engaged in the business of anti-human trafficking, or where potential victims of trafficking may access services. • Use suitable initiative to collect relevant information that may be useful for a future investigation into trafficking-related crimes. • Work at all times in accordance with HfJ policies and procedures and the wider strategy, culture and ethos of Hope for Justice. • Undertake any other reasonable duties from time to time as directed by the line manager. 	

Person Specification	
Experience & Qualifications	
<ul style="list-style-type: none"> • Appropriate cultural knowledge • Knowledge of the Norwegian welfare system 	
Skills & Competencies	
<ul style="list-style-type: none"> • Ability to build trust • Ability to act with high levels of tact and discretion • Self-starter • Effective communication • Fluent in Norwegian and English • Teamwork • Sound decision-making • Innovation and creativity • Ability to work unsupervised • Organised & methodical • Resilience 	

Review	
Date Completed	03.07.16
Version Number	1.0
Approved By	COO