****July 2023

**Application Pack : Caseworker or Trainee Caseworker**

We particularly welcome applications from people with lived experience for this role.

This application pack includes:

* Information about Medical Justice as an organisation
* A job description and person specification
* A guide to completing the application form
* An application form
* An equal opportunities monitoring form

**About Medical Justice**

Medical Justice was set up in 2005 and provides independent medical advice to people held in immigration detention. We use medical evidence from our casework to document the harm caused by detention, and to challenge the use of detention.

Casework is at the heart of everything we do at Medical Justice. You will be working directly with people in detention, many of whom may be very unwell, which often makes a huge difference to their lives. You will organise medical assessments for clients by our clinicians - this medical evidence provides the platform for our research, policy, parliamentary, and media work, as well as strategic litigation, all of which has helped secure systemic change.

Medical Justice enjoys excellent collaboration with lawyers, other non governmental organisations in the field, medical professionals and parliamentarians. Medical Justice is the only non-governmental organisation consulted by NHS England on its Service Specifications for healthcare provision in Immigration Removal Centres (IRCs). In 2019 Medical Justice became the secretariat for the newly formed All Party Parliamentary Group (APPG) on Immigration Detention. In 2020 Medical Justice was granted Core Participant status in the Brook House IRC Public Inquiry, set up to investigate mistreatment of people held in immigration detention. Our casework team has increasingly been dealing with clients with ‘removal directions’ on deportation charter flights, including to Rwanda in 2022.

An independent Evaluation of Medical Justice found that “it has strong characteristics and a highly respected reputation. It is regarded as principled, expert and evidence-based, tenacious in its casework and policy work, fierce and ferocious when needed and brave in the way it speaks truth to power.”

**Support for Medical Justice team members**

The Evaluation described Medical Justice’s operational strengths as “largely to do with the quality, calibre and numbers of individuals it had drawn in as staff, trustees and volunteers and who are widely regarded by those interviewed as showing remarkable qualities of commitment, intelligence and compassion. The support provided to staff and volunteers was also noted as a key strength, with Medical Justice comparing well to other organisations and taking the health and wellbeing of staff and volunteers seriously.”

Medical Justice employees receive personalised support to make sure they are successful in their role and get a good chance to progress to the next level in their personal development and career, with Medical Justice or beyond. There are monthly clinical supervision group sessions for the Casework team and individual one-to-one counselling available with a clinical psychologist.

**Medical Justice commitment to operating as an equal opportunities organisation**

We recognise the potential barriers to employment posed by race and ethnicity, disability, nationality, gender or gender identity, age, sexual orientation, religion or belief, and pregnancy or parenthood, and work to ensure that our recruitment policy takes them into consideration. Medical Justice will seek to make reasonable adjustments to the physical office environment to overcome barriers to employment caused by disability, and encourages applications from candidates with disabilities.

**Valuing Lived Experience**

Medical Justice has an organisational commitment to improving the representation of people with lived experience at all levels of organisation, especially leadership roles. We recognise that some potential candidates who bring the voice and lived experience that we need, may have had less opportunity to develop a track record in these roles. We are keen to look beyond the traditional review of your qualifications and work experience to what relevant knowledge and skills you may have acquired through your life experience.

To reflect the composition of our client group, and in any case, we welcome and encourage applications from refugees and other migrants, and in particular from people with lived experience of detention – this could include detention in another country, or in the UK (immigration detention in an immigration removal centre, prison or institutional asylum accommodation such as military barracks). Whilst the fact that your lived experience will be of relevance, there will be no expectation that you talk about your personal experiences.

**Applying for the job**

Medical Justice offers informal information sessions about Medical Justice and its work as well as an opportunity to ask questions about the role and organisation before the application deadline – if you are interested in participating, please email our Office Manager, Anthony Omar on a.omar@medicaljustice.org.uk to find out when these sessions are being held. The sessions will include a member of the interview panel, so by the time of your interview, you will already know that panel member.

Please email your completed application and equal opportunities monitoring forms, together with your CV, to Anthony Omar at a.omar@medicaljustice.org.uk or send it in by post to 86 Durham Road, London N7 7DT. Anthony will anonymise your application so that the people who shortlist candidates will not see your name and address at that stage.

The closing date for applications is Wednesday 26th July 2023. Interviews will take place The interview dates are Tuesday 1st and Friday 11th August 2023 at the Medical Justice office and will include a written and verbal exercise. The ideal timeframe for starting the job is as soon as possible.

Medical Justice pays for travel expenses to and from the interview.

**Support from**[**Experts by Experience Employment Network**](http://www.ebeemployment.org.uk/)

Medical Justice is a member of the initiative so candidates with lived experience for our jobs can receive its support with reviewing covering letters, CVs, and interview preparation, as well as give encouraging and constructive feedback to applicants during and after the application process, subject to its volunteers’ availability.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for an independent and confidential support for your job application from the Experts by Experience Employment Network (<www.ebeemployment.org.uk>). Please complete [this form](https://www.ebeemployment.org.uk/apply4support?recordId=recqrJUzTHVG9wfYp) to request support and they will confirm if they can match you with a mentor to support your application.

Thank you for your interest in working for Medical Justice, and I look forward to seeing your application.

Yours sincerely,

Emma Ginn, Director



**Job Description – Caseworker/ Trainee Caseworker**

|  |  |
| --- | --- |
| **Job Title** | Caseworker / Trainee Caseworker |
| **Salary** | £27,395 (Trainee Caseworker) - £30,197 (Caseworker) with cost of living increases (if relevant) three times a year plus an annual increase of £500 for 5 years. |
| **Reports to** | Casework Manager |
| **Responsible for** | Interns (though Medical Justice does not currently have any interns) |
| **Job purpose** | Ensure Medical Justice assists as many clients in detention as it can, and as well as it can, to access adequate healthcare and obtain high-quality independent medical evidence to progress their legal case. |
| **Working hours** | Full time |
| **Where based** | Medical Justice office (near Finsbury Park, London). After an initial period there will be some flexibility for working from home. The post holder will be expected to attend some external meetings as agreed with the Casework Manager. |
| **Length of contract** | 2 years, with renewal if funding available. |
| **Terms** | 24 days per annum holiday, plus statutory bank holidays and 4 additional days’ holiday associated with bank holidays which may be decided on by your manager. Other conditions as statutory requirements and/or Medical Justice polices. |
| **Trainee role** | The trainee position is not linked to a formal training programme. It will normally be expected that the Caseworker Trainee will progress to Caseworker after 2 years – the salary and level of responsibility will increase, whilst the level of supervision will decrease. |

July 2023

## Main duties and responsibilities

1. Gather available information about a detained person whose case has been referred to Medical Justice
2. Assess the detained person’s needs and the relevant Medical Justice resources available that could assist them
3. Raise any immediate concerns about your client appropriately within Medical Justice and beyond
4. Prioritise referrals (in collaboration with the Casework Manager and the rest of the casework team)
5. Agree a plan of action with the Casework Manager to ensure as many resources as appropriate are marshaled to assist the detained person regarding:
	1. Collating of existing medical evidence regarding the detained person and generating new medical evidence, including medico-legal reports (MLRs) and professional letters produced as a result of Medical Justice clinicians’ assessments in detention and/or remotely at your request
	2. Challenging any inadequate healthcare provision
	3. Facilitating access to good legal representation to challenge detention and to make the best use of the medical evidence we provide, and establish any availability of Legal Aid Agency funding for MLRs and interpreters
	4. Facilitating access to appropriate support including accommodation and access to healthcare on release from detention
6. Obtain relevant consent from detained clients
7. Gather further required information needed about a detained client, including medical records, files held by the Home Office, and the detained client’s legal documents
8. Carry out various other actions agreed by the Casework Manager to implement the above plan. This may include:
	1. Arranging medical visits to detainees
	2. Liaising with healthcare providers in the immigration removal centre (IRC)
	3. Liaising with detained clients
	4. Finding appropriate legal representation for a detainee
	5. Signposting or making referrals to other organisations
9. Provide information to the Office Manager for booking medical visits and interpreters
10. Continually update the data and case-management system
11. With support from the Casework Manager and Clinical Advisor/clinical reviewers, ensure medical evidence generated is accurate and aligned with instructions from any legal representative and Medical Justice guidance
12. Continually feedback to the staff team any intelligence regarding immigration detention conditions
13. Assist the Casework Manager to provide a monthly report for Trustees on the number of referrals, outcomes and Medical Justice clinicians engaged, noting any areas of concern
14. Collaborate with other staff and partner organisations in activities to secure lasting change including litigation, research, policy work and media work. This could include identification of cases, assisting in getting consent from detained clients, and contributing to briefings and witness statements
15. Where required, attend other meetings and events as agreed with the Casework Manager, including Trustee meetings and events with partner organisations.
16. Assist in other Medical Justice activities, including clinician and interpreter training .
17. Respect and comply with Medical Justice's policies and procedure, including clients’ confidentiality, equality and diversity, health and safety, and vulnerable adults.

**General**

1. To work flexibly as a member of the team and the organisation and undertake other reasonable duties and responsibilities at the request of the Casework Manager.
2. To assist the smooth running of the organisation, working with other Medical Justice staff, and the Trustees to meets its overall objectives, including participation in periodic performance and training reviews, and contribute to organisational development. Also, attending and assisting with relevant events as appropriate.
3. To promote Medical Justice policies including our anti-discrimination policies.
4. To be self servicing, pro-actively share relevant information and expertise within the organisation and keep all records, statistics and information in accordance with Medical Justice policy and practice.

# Person Specification

|  |  |  |
| --- | --- | --- |
| Attributes | **Essential Criteria** | **Desirable Criteria** |
| Skills, Abilities, Knowledge | * Awareness of the asylum determination process.
* Working with vulnerable people.
* The ability to organise a busy workload, operating to tight deadlines.
* Good written and spoken English.
* Excellent communication skills.
* Administration skills and IT literacy, including spreadsheets, databases and word processing.
* The ability to work collaboratively and productively with colleagues, both internally and in external organisations.
* Demonstrable understanding of, acceptance and commitment to the principles underlying equal opportunities.
 | * An awareness and understanding of how a positive agenda on the healthcare of immigration detainee might be promoted in the political and public spheres.
* Awareness of the conditions of immigration detention.
* Knowledge of immigration law firms.
* Immigration law.
* Medical issues.
 |
| Experience | * Experience in a similar or comparable role, inside or outside the UK.
* Awareness and understanding of the experience and medical needs of asylum seekers and refugees in the UK.
 | * Lived experience of detention and/or the immigration system.
* Experience of working in a health-rights, policy development and campaigning environment, ideally related to asylum / human rights and/or related issues.
* Awareness of ethical, legal and confidentiality issues regarding data held on databases.
 |

**Guidance notes for completing the application form**

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide in the application form. You need to show how you meet the requirements of the job description and person specification.**

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge and experience which you will need in order to do this job. You should address as many of the ‘essential’ factors as possible within your application as this is key in making your case for being selected for interview. It is also helpful if you can address some of the ‘desirable’ criteria. Examine the skills and experience being asked for and give specific examples which show that you have them. These examples could include from your professional or personal life, inside or outside of the UK.
3. If you have been out of paid employment for a period of time your job history may be less important than some other responsibilities or experience which you have had recently.
4. Do not forget skills and experience that you have gained outside full-time work.
5. Write out your application in a brief, well-organised and positive way.



**APPLICATION FORM**

# CONFIDENTIAL

**Post Title:** **Caseworker / Trainee Caseworker** **Date:**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAMES:** |
| **ADDRESS:** | **TELEPHONE NUMBER:**  |
| **EMAIL ADDRESS:**  |

|  |
| --- |
| **PLEASE INDICATE WHAT PERIOD OF NOTICE YOU HAVE TO GIVE:** |
|  |

|  |
| --- |
| **1. EMPLOYMENT RECORD** |
| **A. LATEST EMPLOYMENT** |
| **NAME AND ADDRESS OF EMPLOYER** (inside or outside the UK) | **FROM: TO:**  | **POST AND BRIEF OUTLINE OF DUTIES** |
| **REASON FOR LEAVING:** |
| **LATEST SALARY**  |

|  |
| --- |
| **B. PREVIOUS EMPLOYMENT**  |
| **NAME AND ADDRESS OF EMPLOYER** (inside or outside the UK) | **FROM: TO:** | **POST AND BRIEF OUTLINE OF DUTIES** |
| **REASON FOR LEAVING:** |
| **NAME AND ADDRESS OF EMPLOYER** (inside or outside the UK) | **FROM: TO:**  | **POST AND BRIEF OUTLINE OF DUTIES** |
| **REASON FOR LEAVING:** |
| **NAME AND ADDRESS OF EMPLOYER** (inside or outside the UK) | **FROM: TO:** | **POST AND BRIEF OUTLINE OF DUTIES** |
| **REASON FOR LEAVING:** |
| **NAME AND ADDRESS OF EMPLOYER** (inside or outside the UK) | **FROM: TO:**  | **POST AND BRIEF OUTLINE OF DUTIES** |
| **REASON FOR LEAVING:** |

**2. Please say why you want this job.**

**3. Qualifications, skills, training or experience undertaken of relevance to the post applied for** – please include skills, experience, qualifications, and knowledge gained from outside the UK where appropriate. Please note that Medical Justice considers lived experience as real expertise. Medical Justice understands that some people may have gaps in professional experience. Please makes sure that If you do not have certain experience or formal qualifications , you focus on your skills, experience from outside of the work context and on your willingness to learn and develop, including the ‘potential’ you have to offer.

**4. Please describe any community activity or voluntary work which is of relevance to the post:** (please give dates and name of organisation)

**5. Please read the person specification and indicate below what relevant skills or experience you would bring to this job for the criteria listed,**

**6. REFERENCES:** Please give the names and addresses of two referees (one of whom should preferably be your present or last employer).

|  |  |  |
| --- | --- | --- |
|  |  **1** |  **2** |
| **NAME:** |  |  |
| **POSITION:** |  |  |
| **COMPANY/ORGANISATION:** |  |  |
| **ADDRESS:** |  |  |
| **PHONE:** |  |  |
| **IN WHAT CAPACITY DO YOU KNOW THIS PERSON:** |  |  |
| **\* Delete as appropriate** | **\* Please notify me before contacting****\* Can be contacted now** | **\* Please notify me before contacting****\* Can be contacted now** |

**DATE:**

***PLEASE NOTE:* GIVING INCORRECT INFORMATION ON THIS APPLICATION FORM COULD LEAD TO TERMINATION OF EMPLOYMENT**.

*Please note that we will require the successful applicant to undergo a Data Barring Service (DBS) check regarding any criminal convictions on starting their employment.*

Please email your completed form to Anthony at a.omar@medicaljustice.org.uk

Please say how you heard about this job : ………………………………………..

**Medical Justice Equal opportunities monitoring form**

**Equality of opportunity**

Medical Justice operates an equal opportunities policy. The aim of the policy is to ensure that no potential or actual employee, volunteer or user of our services is discriminated against on the basis of race and ethnicity, disability, nationality, gender or gender identity, age, sexual orientation, religion or belief, and pregnancy or parenthood.

**Employment monitoring**

To assist Medical Justice to monitor the effectiveness of its Equal Opportunities Policy as it relates to recruitment procedures, we would be grateful if you would complete this form.

All forms will be separated from the application forms and will not be used in the selection procedure. This information will be held separately and will only be used for monitoring purposes.

**Post applied for?**

**Where did you see it advertised?**

**Date of birth?**

**Male/Female/gender non-conforming (Please circle as appropriate)**

**I would describe my ethnic origin as**

**Do you consider yourself to have had lived experience as a migrant or a refugee? Yes/No (Circle as appropriate)**

**Do you consider yourself to have had lived experience of detention? This could include detention in another country or in the UK (immigration detention in an immigration removal centre, prison or institutional asylum accommodation such as military barracks) Yes/No (Circle as appropriate)**

**Do you consider that you have disability? Yes/No (Circle as appropriate)**

**If yes, what is the nature of your disability?**

Please note that, if you are not shortlisted or selected, your application form will be retained for six months after the recruitment process and then destroyed.