

VALLEY HOUSE

GROUP WORKER (Domestic Abuse Service)

JOB DESCRIPTION

Responsible to:	Domestic Abuse Service Manager
Responsible for:	N/A
Conditions of Service:	18.75 hours 26 days annual leave per annum (pro rata) Public holidays Plus, pension contribution to Valley House group personal pension scheme
Salary:	£10,200 (FTE £20,400)
Location:	Coventry

Main Purpose of Job:

- To be responsible for delivering high-quality group work sessions and activities for service users within the domestic abuse service
- To be responsible for developing a range of group work and activities for families who have experienced domestic abuse
- Work to empower service users by strengthening their confidence and knowledge whilst liaising with case workers to promote the groups and activities.
- To be responsible for the continuous development of group work activities

Key Tasks

- To liaise and work effectively with a wide range of other professionals and agencies to support engagement with group work and activities
- Process, assess and co-ordinate all referrals for group work
- Engage service users to attend the groups and activities
- Process, documents and co-ordinate all feedback/evaluations and records
- Support service users around travel arrangements and childcare (if required)
- Carry out regular consultations with service users to keep improving the work, proactively identifying gaps in provision in order to offer groups that meet service user need
- To complete all expected internal and external reporting and monitoring
- To ensure internal safeguarding policies and procedures and external requirements are adhered to.
- To ensure lone working policy and procedure is adhered to.
- To ensure all service user information is captured and recorded onto the Valley House Case Management System.

- To take responsibility for following-up on child protection and safeguarding issues and concerns identified involving relevant staff and other agencies where appropriate.
- To enable service users to have a voice in the operation of the groups/activities provided.
- Mentor Apprentices/Volunteers/Students.
- To take part in the out of hours on-call rota with other staff.

Corporate Responsibilities:

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform, and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS / EXPERIENCE
NVQ Level 3 in a related area of work and/or a minimum of 3 years relevant experience with survivors of domestic abuse
Experience of working with individuals and children affected by domestic abuse
Experience of assessing the needs and risks of people affected by domestic abuse
Experience of developing and facilitating groups/activities
Experience of record keeping and report writing
KNOWLEDGE AND UNDERSTANDING
Knowledge and understanding of the difficulties faced by survivors of domestic abuse
Knowledge of best practice in relation to safeguarding adults and children
Understanding and passion for the work of Valley House
SKILLS AND ABILITIES
Ability to work effectively within a team and on own initiative
Competent in the use of IT tools, including Word, Excel and Outlook
Excellent written and verbal communication skills
ADDITIONAL REQUIREMENTS
Ability to work flexible hours
To take part in an out of hours on call rota with other staff
Be mobile and able to travel city wide