

## VALLEY HOUSE

### Service User Wellbeing Coordinator

#### JOB DESCRIPTION

Responsible to:	Domestic Abuse Service Manager
Responsible for:	N/A
Conditions of Service:	<ul style="list-style-type: none"><li>• 37.5 hours per week</li><li>• 26 days annual leave per annum.</li><li>• Plus 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum.</li><li>• 8 Public holidays.</li><li>• Pension contribution to Valley House group personal pension scheme.</li></ul>
Salary:	£25,093
Location:	Valley House premises and/or properties

#### **Main Purpose of Job:**

- To work closely with staff and Valley House domestic abuse service users to create a groupwork programme aimed at promoting positive health.
- To provide a range of groupwork activities designed to support Valley House domestic abuse service users to achieve positive health and wellbeing outcomes.

#### **Key Tasks and Responsibilities:**

- In consultation with staff and Valley House domestic abuse service users, identify a range of groupwork activities and interventions that will support service users to improve their health and wellbeing.
- Develop and deliver the programme across a range of venues within Coventry.
- Identify and engage with partner agencies, leading to partners delivering groupwork activities for Valley House domestic abuse service users as part of the programme.
- Monitor and evaluate the impact of the groupwork sessions, creating reports as and when required.
- Use the evaluations to continually improve the programme, using examples of good practice as appropriate.
- Support service users to co-deliver activities as appropriate.
- Be part of the on call rota.
- Promote and safeguard the welfare of children, young and vulnerable people that you come into contact with as part of your role.
- To ensure that Child Safeguarding and Safeguarding Adult Procedures are followed as necessary and to liaise with statutory agencies and attend inter-agency meetings as required

### **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

<b>QUALIFICATIONS / EXPERIENCE</b>
NVQ level 3 or equivalent in a related field and or experience of working with survivors of domestic abuse.
Experience of developing groupwork programmes.
Experience of delivering groupwork programmes.
Experience of partnership working.
<b>KNOWLEDGE AND UNDERSTANDING</b>
Good knowledge and understanding of health and wellbeing interventions and how to effectively promote them.
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.
<b>SKILLS AND ABILITIES</b>
Ability to work effectively within a team and on own initiative.
Able to work flexibly.
Competent in the use of IT tools, including Word, Excel and Outlook.
Excellent written and verbal communication skills.
<b>ADDITIONAL REQUIREMENTS</b>
To take part in an out of hours on call rota with other staff.
A current and valid driving licence and use of a vehicle.