

VALLEY HOUSE

CHILDREN & YOUNG PEOPLE'S PRACTITIONER **(Domestic Abuse Service)**

JOB DESCRIPTION

Responsible to:	Domestic Abuse Service Manager
Responsible for:	N/A
Conditions of Service:	16 hours per week. 26 days pro rata annual leave per annum. 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum (pro rata). 8 Public holidays (pro rata). Plus pension contribution to Valley House stakeholder pension scheme
Salary:	£10,240 (FTE £24,000)
Location:	Coventry

Main Purpose of Job:

- To lead on the development and delivery of a groupwork programme for children and young people that have experienced domestic abuse
- To jointly deliver the groupwork programme with another member of staff
- Ensure outcome data is collected as per funder expectations
- To provide 1 to 1 support to a small caseload of children and young people that have experienced domestic abuse

Key Tasks and Responsibilities:

- To review current Valley House group work resources, ensuring they are appropriate and accessible to a range of children and young people who have experienced domestic abuse
- To create new group work resources as needed
- To work jointly with the staff team to identify children and young people who are within the Valley House Domestic Abuse Service that could benefit from accessing the group work programme
- To proactively working with the staff team and alongside the parent/carer to encourage identified children and young people to join the group work programme
- To ensure attendance registers are completed, and any non attendance is followed up
- To collect pre and post outcome data to measure the effectiveness of the group work programme, as per funder expectations
- With the support of the Domestic Abuse Service Managers, create reports based on attendance registers and outcome data
- To carry a small caseload of children and young people, providing 1 to 1 support, and liaising with others as necessary

- To ensure internal safeguarding policies and procedures and external requirements are adhered to
- To ensure all service user information is captured and input onto the Valley House Case Management System

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
Minimum NVQ Level 3 in a related area of work and/or relevant experience
Experience of facilitating group work/activities
Experience of working with children and young people that have experienced trauma
KNOWLEDGE AND UNDERSTANDING
Knowledge and understanding of the difficulties faced by children and young people who have experienced domestic abuse
Knowledge and understanding of working with neurodiverse children and young people
Knowledge of best practice in relation to safeguarding children and adults
Knowledge of effective ways of working to engage with children and young people
Understanding and passion for the work of Valley House
SKILLS AND ABILITIES
Ability to work effectively within a team and on one's 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
Be mobile and able to travel city wide.