

VALLEY HOUSE

DA PRACTITIONER– SUPPORTED ACCOMMODATION – Domestic Abuse Complex Needs Service

JOB DESCRIPTION

Responsible to:	Domestic Abuse Complex Needs Service Manager
Responsible for:	N/A
Conditions of Service:	Full time 37.5 hours or Job Share 26 days annual leave per annum (pro rata for part-time) 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum (pro rata for part-time) Public holidays Pension contribution to Valley House group personal pension scheme Shift patterns – Flexible shifts between the hours of 12 noon and 8pm, Monday to Friday
Salary:	£26,000 FTE
Location:	Coventry

Main Purpose of Job

- To offer a high-quality service to survivors of domestic abuse with complex needs accessing Valley House Safe and Supported Accommodation in accordance with Valley House's operational policies and procedures
- Support to manage a small caseload of service users who are accessing the service
- Supporting service users to achieve and sustain independent living, through 1 to 1 support and groupwork delivery
- To provide some resettlement support for service users that have transitioned into their own accommodation

Key Tasks and Responsibilities

- To provide resettlement support for service users that have transitioned into their own accommodation through groups, phone and face to face contact as required
- Deliver group work/Drop-in sessions for service users
- To ensure a safe and supportive living environment for all service users, adhering to the expected service standards and Valley House policies and procedures
- To review all risk and need assessments and support plans in partnership with service users and in line with service expectations
- To liaise and work effectively with other professionals and agencies in support of the service users
- To work with the service user and other appropriate professionals towards a planned and safe end of service
- 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

- Option to take part in the out of hours on-call rota with other staff (additional payment)

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
Relevant experience of working with survivors of domestic abuse
Mental Health First Aider qualified or willing to undertake this training
Experience of working with individuals and children affected by domestic abuse
Experience assessing the needs and risks of people affected by domestic abuse
Experience of 1 to 1 work and carrying a caseload or willing to learn
Experience of working in partnership with a range of different agencies
Experience of record keeping and report writing
KNOWLEDGE & UNDERSTANDING
Knowledge and understanding of the difficulties faced by survivors of domestic abuse
Knowledge and understanding of domestic abuse, mental health and alcohol and drug misuse
Knowledge of effective interventions in relation to working with survivors of domestic abuse where complex needs are present
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 deliver groupwork programs
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 - Optional
Preferred - Be mobile and able to travel city wide at short notice

Name:
(Block Capitals)

Signature:

Dated: