

DOMESTIC ABUSE CHILDREN & FAMILIES PRACTITIONER
Supported Accommodation Service

JOB DESCRIPTION

Responsible to:	DA Service Manager
Responsible for:	N/A
Conditions of Service:	37.5 hours per week. 26 days annual leave per annum. 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum. Plus, Public holidays. Plus, pension contribution to Valley House stakeholder pension scheme Monday – Friday 8:30am to 4:30pm plus on call
Salary:	£28,000 per annum plus on call payments of £2,000 to £3,000 per annum (approximately)
Location:	Coventry

Main Purpose of Job:

- To be responsible for the completion of Early Help and Social Care referrals and assessments for service users accessing the Valley House supported accommodation service
- To be responsible for managing a caseload of families within the supported accommodation service
- To be responsible for the completion of service user risk assessments, safety plans and support plans
- To support service users to access additional Family Hub/WISH support as appropriate
- Be responsible for tracking and monitoring the progress of Early Help and Social Care referrals
- To act as a lead for Valley House in relation to city wide developments
- To facilitate 1 to 1 and group work with families
- Liaise with universal services and facilitate/develop activities with external agencies where appropriate
- Facilitate consultation activities with children
- Continuous development of groups and resources
- Attend all external meetings relating to children and families
- Support families through the family court process where appropriate

Key Tasks and Responsibilities:

- To work jointly with the staff team to identify service users that meet the criteria for an Early Help and other agency referrals
- To work in partnership with service users to complete the Early Help referral and assessment forms as required

- To work in partnership with the staff team to support service users to access Family Hub support as appropriate
- To attend Early Help/Child Protection meetings as appropriate
- To facilitate a range of groups and activities for service users and children
- To track the progress of all Early Help referrals to ensure a timely response at each stage
- To complete internal reports for the Service Managers highlighting issues/trends in relation to families and their outcomes
- Assess child's needs and focus on school attendance, child development and therapeutic issues
- To provide transitional support for families as required
- 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
- To attend networking meetings/events to ensure continued development of the service
- To act as the named lead within the service for children and young people
- To take part in the out of hours on-call rota with other staff that requires travel at short notice.

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	Required	Desirable
Extensive experience in the related area of work and willingness to work towards a qualification	✓	
Experience of working with families affected by domestic abuse	✓	
Experience of completing assessments with vulnerable families		✓
Experience of multi-agency working	✓	
Experience of facilitating group work/activities		✓
KNOWLEDGE AND UNDERSTANDING		
Knowledge and understanding of the difficulties faced by survivors of domestic abuse	✓	
Knowledge of best practice in relation to safeguarding children and adults	✓	
Knowledge of effective ways of working to engage with vulnerable families	✓	
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	✓	
Need to have a UK driving Licence and access to a vehicle and able to travel city wide at short notice.	✓	

Name:
 (Block Capitals)

Signature:

Dated: