

## VALLEY HOUSE

### DA Practitioner – SUPPORTED ACCOMMODATION – Domestic Abuse Service

#### JOB DESCRIPTION

Responsible to:	Domestic Abuse Service Manager
Responsible for:	N/A
Conditions of Service:	37.5 hours 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 group personal pension scheme Monday to Friday 8:30am to 4:30pm plus on call
Salary:	£28,000 p.a. plus on-call payments of £2,000 to £3,000 per annum (approximately)
Location:	Coventry

#### Main Purpose of Job

- To offer a high-quality service to individuals and people with children living in the supported accommodation service, supporting them to achieve and sustain independent living, through 1 to 1 and groupwork delivery including the Domestic Abuse support package
- To be responsible for moving service users into the supported accommodation
- To be responsible for managing a caseload for people who are accessing the supported accommodation service
- To take responsibility for completing service user risk assessments, safety plans and support plans
- To support with resettlement for service users that have transitioned into their own accommodation as required
- To act as a lead within the service for a specific underrepresented group (e.g. Global Minority, males, LGBT, older people, people with care and support needs)

#### Key Tasks and Responsibilities

- To carry a caseload of service users that are accessing the service, providing 1 to 1 support.
- To provide a resettlement service for service users that have transitioned into their own accommodation through phone and face to face contact as required.
- To deliver structured group work for service users
- Support the delivery of informal and peer support sessions for service users.
- To ensure a safe and supportive living environment for all service users, adhering to expected service standards and Valley House policies and procedures
- To ensure all necessary initial, move in and ongoing paperwork is completed with service users within the Valley House timelines

- To complete and review all risk assessments and support plans in partnership with service users and in line with service expectations
- To meet with service users as often as required determined by the level of agreed with managers
- To liaise and work effectively with a wide range of other professionals and agencies in support of the service use
- 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
- To act as the named lead within the service for a specific underrepresented group (e.g. global majority, males, LGBT, older people, people with care and support needs), undertaking outreach, promotion and awareness raising with other organisations
- To attend all external events as and when required
- 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**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>Required</b>	<b>Desirable</b>
Extensive experience in the related area of work and willingness to work towards a qualification	✓	
Experience of working with vulnerable individuals and children	✓	
Experience of assessing the needs and risks of vulnerable people		✓
Experience of 1 to 1 work and carrying a caseload		✓
Experience of working in partnership with a range of different agencies	✓	
Experience of record keeping and report writing	✓	
<b>KNOWLEDGE &amp; UNDERSTANDING</b>		
Knowledge and understanding of the difficulties faced by vulnerable people	✓	
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 deliver groupwork programmes		✓
Ability to work effectively within a team and work on own initiative	✓	
Competent in the use of IT tools, including Word, Excel and Outlook	✓	
Excellent written and verbal communication skills	✓	
<b>ADDITIONAL REQUIREMENTS</b>		
Ability to work flexible hours with a flexible approach	✓	
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 be able to travel city wide at short notice	✓	

**Name:** .....  
**(Block Capitals)**

**Signature:** .....

**Dated:** .....