

JOB DESCRIPTION

LAST UPDATED 4 JANUARY 2022



Job Title:	Resettlement Group Worker
Team:	Group Work Team
Responsible to:	Group Work Team Manager
Responsible for:	None
Location:	Trowbridge

Hours:	37 hours a week
Holiday Entitlement:	25 days plus bank holidays
Salary:	£21,041 – £23,364
Pension:	Group personal pension plan, with employer contribution of up to 4%.

Vetting Requirements:	Enhanced DBS
Essential Requirements	Full driving licence, business insurance and use of road worthy vehicle.
General Description:	<p>Splitz Support Service's Phoenix Project has recently received new funding, which has allowed us to continue to grow and expand the services we offer. This is an exciting opportunity to join our Group Work Team, which operates across Wiltshire.</p> <p>This role is part of the Phoenix Project which provides individual and family support to domestic abuse and sexual violence victims and their children. The Group Work Team will focus on delivering high quality, trauma informed groups to support victims of domestic abuse and sexual violence.</p> <p>The post holder will create, develop and deliver a new Living Skills group, designed to support victims to develop and increase independent living skills. This will include but is not limited to an educational programme around securing and maintaining accommodation, managing domestic tasks, managing finances and budgeting, and accessing employment, education and training. The role will also support the running of other Phoenix groups such as the Hope 2 Recovery educational group around domestic abuse and the Rediscovering You group, which supports service users in looking after their wellbeing and improving self-care.</p>

	This role will be based in our Trowbridge office, with a requirement to travel across Wiltshire to deliver groups. Splitz supports staff to work flexibly, with an ability to work in a hybrid fashion, both at home and in the office.
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Main Duties and Responsibilities

Support

- Develop and run a Living Skills Group for service users accessing the Phoenix Project with the following aims:
 - Develop and increase service users' daily living skills required to maintain accommodation and manage domestic tasks, including but not limited to paying utilities, shopping, cooking, cleaning and laundry;
 - To support service users to understand the money they receive, the bills they need to pay and to access benefits as required, planning for their future;
 - To provide advice, information and support to service users on safety;
 - To enable service users to develop their own support network and ensure they receive the services they are entitled to.
 - To allow victims leaving domestically abusive relationships to regain control and power in their own lives.
- To act as the main point of contact regarding the Living Skills Group for external agencies and the wider Phoenix Team.
- To monitor and review the Living Skills Group, considering outcomes and providing data to the Group Work Team Manager.
- To promptly assess referrals to the Living Skills Group and manage the waiting list, prioritising services users by risk, vulnerability and safeguarding and assessing suitability for the group.
- To undertake risk assessments and agree risk management/safety plans where required.
- To deliver group work programmes, such as Hope 2 Recovery and Rediscovering You, both virtually and face to face.
- To prioritise cases where the service users are leaving refuge, are in temporary accommodation or have had to move due to domestic abuse.
- To ensure that accurate and appropriate notes are recorded after each group work session and any other contact with service users, abiding by Phoenix's case recording procedure.
- To work with due regard to diversity, ensuring groups are inclusive and accessible.
- To run other group work programmes as required.
- To support the team manager in managing group work waiting lists, with a focus on risk management and safeguarding.

- To manage administration around the Living Skills groups, including allocations, pre and post group paperwork and monitoring data, as required.
- Stay abreast of developments in best practice, legislative and other changes, and integrate them into day to day work and the development of the Living Skills Group.
- Act as duty officer for Phoenix, as part of a duty rota system. Duty shifts take place in the Trowbridge Office, Monday to Friday, 9-5.

General

- To participate in regular support and external supervision.
- To perform as part of the team, attending and participating in regular team meetings, attending appropriate training courses and participating in skill sharing sessions with the team.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- At all times adhere to relevant legislation, good practice and policies and procedures, including health and safety, confidentiality and equal opportunities.
- To carry out any other duties necessary to the smooth running of the Phoenix Project.

Responsibilities

- Manage appropriately highly confidential information relating to vulnerable people.
- Ensure security of data, especially sensitive personal data, in line with the information security policy.
- Work within Splitz's Policies and Procedures at all times.
- Be mindful of responsibilities in respect of health and safety, in particular:
 - Cooperate at all times with management in the implementation of and adherence to health and safety policy and procedures;
 - Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
 - Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
 - Report all health and safety concerns to line managers;
 - Assist with the completion of the risk assessment programme.
- Any other duties that may be reasonably required.