

# JOB DESCRIPTION

LAST UPDATED 6 MAY 2022



## JOB DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Behavioural Change Practitioner (Assessment & Support) |
| <b>Location:</b>        | Gloucester   |
| <b>Responsible to:</b>  | Gloucestershire Positive Relationships Co-ordinator    |
| <b>Responsible for:</b> | No staff   |

|                             |  |
|-----------------------------|--|
| <b>Hours:</b>               | 25-30 per week   |
| <b>Holiday Entitlement:</b> | 5 weeks plus bank holidays pro rata                                  |
| <b>Salary:</b>              | £23,023 to 25,280 pro rata (per annum)                               |
| <b>Pension:</b>             | Group personal pension plan, with employer contribution of up to 4%. |

|                              |   |
|------------------------------|---|
| <b>Vetting Requirements:</b> | Enhanced DBS  |
| <b>General Description:</b>  | <p>This role is part of the commissioned Gloucestershire Positive Relationships Service. This role will ensure that clients referred to the service receive appropriate support in a timely manner and will involve provision of programme suitability assessments with clients, occasional brief 1-2-1 support and additional administrative duties as required.</p> <p>This role will also include responsibilities of service promotion, awareness raising, assessments and 1-2-1 support across the county and at locality bases in the Forest of Dean and Cotswolds at regular intervals.</p> <p>There may be additional opportunities for sessional programme delivery of the Accredited DVPP and other programmes.</p> <p>This is an office and community based role with limited opportunities for home working</p> |

### **The main tasks for this role include:**

- Support the PRG team by acting as a point of contact for clients and professionals seeking support or advice.
- Along with the PRG coordinator, the post-holder will be responsible for triaging referrals, carrying out programme suitability assessments, liaising with multi-agency partners regarding safeguarding, providing advice and where appropriate signposting to other agencies.
- To ensure all PRG client data is accurately inputted and updated on to the Orchard database.
- Where needed and discussed with Coordinator, to complete brief intervention support where appropriate, such as information and awareness raising sessions with clients on a 1-2-1 basis.
- To work in remote locality ( Forest of Dean and Cotswolds), promoting PRG to local services, meeting with clients unable to travel to Gloucester/Cheltenham, carrying out programme suitability assessments and offering 1-2-1 support.

### **Client Based Duties (where relevant):**

- Identify and assess the risks and needs of individuals who are abusive in a relationship or other domestic setting, using an evidence-based risk identification checklist e.g. Respect RIC.
- Advocate for individuals who need to address their abusive behaviour.
- Take part in casework meetings with other workers and share information with the partner safety worker for clients engaging with PRG support.
- To implement actions agreed in casework discussions.
- Understand the role of all relevant statutory and non-statutory services available to those who are abusive and how your role fits into them.
- Liaise closely with and refer on to other organisations that support victims for the partners of those receiving 1-2-1 support.
- Support the client to recognise the abusive behaviour and the effect that it has on others/their families and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them change unhealthy patterns of behaviour.
- Understand multi-agency partnership structures and work within a multi-agency setting which may include participation at the MARAC/MAPPA.
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of people ensuring the service is accessible.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
- Utilise evaluation and monitoring systems to ensure high standards of service are consistently achieved e.g. Orchard Database

### **Other**

- Contribute to reports for Splitz management as requested.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
- Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for those who are abusive within a family setting.

### **General**

- Work at all times in accordance with the requirements of Splitz Policies and Procedures.

- Attend and contribute to team meetings.
- Update written and computerised records with accurate and clear information.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake agreed training and keep updated on changes in legislation, policy and best practice.
- To engage in supervision, appraisals and induction training
- Employees have responsibilities in respect of health and safety. In particular they will:
  - Co-operate 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 health and safety risk assessment programme.

***It is essential that the post holder is able to respond flexibly to changes in the requirements of this post. This role outline is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.***