 **Job Description**

 **Lead Bereavement Support Worker**

 **Richmond’s Hope**

**Post:** Lead Bereavement Support Worker

**Salary: £26,426 - £27,653**

**Hours**: The position is full time, (38 hours per week) and based in

 Edinburgh. The post is subject to Richmond’s Hope’s

 Conditions of Service. All appointments are made

 subject to satisfactory completion of a

 6 months probation period.

**Responsible to:** The Interim Chief Executive and thereafter to

 the Board of Directors of Richmond’s Hope

**Accountable to:** TheBoard of Directors

**Key Working Relationships**: Interim CEO, Office Manager (Edinburgh) and Manager

 (Glasgow) and All Bereavement Support Workers

**Job Summary:** The post holder will undergo a comprehensive induction

 programme which will include learning the methodology of

 Richmond’s Hope. As lead bereavement support worker

 the post holder will carry out supervision and support and

 training for our bereavement workers.

 They will work as part of the staff team of Richmond’s

 Hope Edinburgh providing bereavement support to

 children and young people aged from 4-18 years.

**Duties will Include:**

* Delivery of high quality bereavement support to children and young people using the service of Richmond’s Hope.
* Supervision and support of bereavement workers in Edinburgh and Glasgow
* The structure, planning and implementation of training for Richmond’s Hope staff and other organisations.
* The induction and training of new bereavement support workers

**Key Areas of Responsibility:**

**Bereavement Work:**

* To create individual care plans for each child and manage a caseload of children and young people
* To make visits to the family home to carry out assessments.
* To liaise with parents, schools and caregivers as appropriate regarding session

information.

* To ensure that appropriate documentation for children and young people is

completed and received.

* To be responsible for keeping up to date records and reports as required.
* To maintain and update computer records/database of work with children
* To provide transport from school or home /visits to cemetery/crematorium for children if required
* Provide telephone support and advice when required
* Provide shared facilitation on family days
* To co-facilitate groups for children and young people as required
* To ensure evaluation is undertaken for every child/young person which will be used to inform future practice
* To be aware of all policies and procedures and comply with all regulations
* To manage time effectively.
* To work with the staff team and to communicate well with its members.
* To deliver presentations as required to raise awareness of Richmond’s Hope.
* To have up to date knowledge of all child protection policies/bereavement theory and practice and implement these into work practice.

**Specific Reponsibilities of the Lead Worker**

* To ensure that all project staff recognise the confidential nature of the work and act accordingly.
* To liaise with parents, carers and referrers concerning the standard of service.
* To be aware of materials needed for the aims of the project to be achieved and to ensure an adequate supply of those materials is maintained at all times and to ensure high levels of hygiene and safety within the playroom.
* To provide direction and support to bereavement support workers in respect of risk management and safeguarding as Designated Child Protection Officer.
* To provide advice and support to bereavement support workers.
* To identify areas of responsibility where postholder’s own training or development is required.
* To carry out any other tasks as requested by the Chief Executive or the Board of Directors.
* To undertake any other duties which are required for the wellbeing of the children, staff and any other person associated with Richmond’s Hope.

**Support, Supervision and Staff Development**

* To manage, support and supervise bereavement support staff in a fair, positive and encouraging way and to develop and maintain staff development and appraisal programmes.
* To facilitate staff meetings and ensure good communication is maintained.
* To ensure the bereavement support staff have the appropriate training and opportunities for development. Develop an ongoing programme of training in line with Richmond’s Hope’s methodology.