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**Job Description - Children, Young People & Families Coordinator - Livingston**

**Job Purpose:**

To lead the co-ordination, provision and evaluation of a service that ensures children and young people, families and professionals can access high quality emotional, social and practical support in situations where a young person or child has been diagnosed with cancer or related illness or is in remission and needs support, or sadly has died; and assessing and responding to the needs of siblings across Scotland.

To contribute to the training and support of professionals across Scotland whose roles bring them into contact with warrior or bereaved families.

To organise/timetable our Volunteers for activities and train them together with our Den Manager.

**Key Working Relationships:**

•Team Jak CE • Team Jak Den Manager • Team Jak Staff and Board • NHS Staff from our partner hospitals and throughout Scotland • Education Staff • CLIC Social Work Staff and WL Steering Group & Lothian Bereavement Network • Statutory and Voluntary service providers in health, social care and education

**Principal Responsibilities:**

* To help lead the co-ordination, provision and evaluation of a children and young people’s counselling and support service from Jak’s Den and organise and facilitate pop up Jak’s Den activities and outreach to hospitals and homes as required throughout Scotland.
* To work with the Edinburgh, Glasgow and Aberdeen Haematology and Oncology Sick Kids Team, CLIC and TCT in leading, providing and evaluating a support service to support children and young people age 0-25, their families and friends whilst in hospital or at home.
* To provide support for parents and carers through group sessions, drop-ins. 1:1 befriending and counselling provision.
* To uphold the ethos of Team Jak’s service in what is offered to families
* To work within national guidelines and Team Jak policies, ensuring that practice is standardised, ethical and safe for families, staff and volunteers. This includes child protection, equal opportunities, complaints and grievance procedures.
* To support the Team Jak CE and work with staff in developing and establishing Team Jak’s services as a source of advice and support for families and professionals throughout Scotland where a young person or child has cancer, is in remission is dying or has died.
* To allocate referrals ensuring timely and appropriate support.
* To work with Creative Coordinator to provide a programme of individual support sessions, and to develop and provide facilitated peer groups for young people, siblings, grandparents and friends throughout their journey or sadly if bereaved.
* To help provide a programme of structured activities both online and drop-in sessions within Jak’s Den with particular responsibility for Parents/Carers and grandparents.
* To assess the needs of siblings, cousins and friends, giving initial guidance and support and signpost to the most appropriate long-term support.
* To support the provision of our online and telephone support service for families struggling with diagnosis or treatment or those bereaved, who live in more remote locations.
* To empower other professionals offering advice, resources and support through joint working, when working with warriors their families and friends and those bereaved.
* To provide support as is required to families and hospital staff, outside office hours.
* To participate in supervision, both individually and as part of the team.
* To maintain and improve own professional competence and accountability.
* To assist Team Jak in the strategic and operational development of the service in Jak’s Den, in response to identified need.

**Education & Training:**

* Recognised health, educational, social care or counselling qualification
* Training in working with children, young people, adults and families
* Relevant bereavement training across the lifespan

**Knowledge & Experience:**

* Relevant experience of working with children, adults and families, individually and in groups
* Experience of supporting bereaved families and families suffering trauma
* Understanding of peer group work/facilitation
* Experience of delivering training in loss and grief
* Knowledge of support services available for children and families
* Experience of supervision of others
* Knowledge of education, social services and primary care services
* Experience of working with traumatic grief
* Ethnic and cultural awareness
* Experience of telephone support and information provision
* Experience of service evaluation

**Skills & Abilities:**

* Ability to work alone and within a multidisciplinary team
* Excellent communication skills
* Ability to communicate clearly and sensitively in writing
* Computer and database skills

**Personal Qualities:**

* Excellent communicator
* Highly motivated and able to motivate others
* Relates well to children and adults
* Positive attitude, energy and drive
* Passionate about the support needs of bereaved families
* Ability to work under pressure

**Other Requirements:**

* Available to provide support outside of office hours, evenings & weekends (time off in lieu will be given in respect of this)
* Driving Licence and ability to travel regularly to Edinburgh, Glasgow and Fife and occasionally to Borders, Aberdeen and other places throughout Scotland as required