

**Richmond’s Hope**

**Bereavement Support Worker**

**Job Description**

**Post:** Bereavement Support Worker – based in Methil, Fife

**Salary: Starting salary £10,300 (FTE £24,463)**

**Hours**: The position is part time, 16 hours per week and subject to Richmond’s Hope Conditions of Service.

All appointments are made subject to satisfactory completion of a 6-month probation period.

**Responsible to:** Team Lead (East of Scotland)

**Accountable to:** Board of Directors

**Key Working Relationships**: Team Lead (East Scotland); Bereavement Support Worker team (BSW); CEO; Administration Manager

**Purpose of Post:** The post holder will work as part of the staff team of Richmond’s Hope providing bereavement support to children and young people aged 4-18 years, primarily through one-to-one sessions using the medium of therapeutic play and specialist activities.

Bereavement Support Workers will undergo a comprehensive induction programme to the work of Richmond’s Hope.

**Key Areas of Responsibility:**

**Bereavement Work:**

* To receive and process referrals of children and young people who may be eligible for support from the services of Richmond’s Hope. Such referrals are normally conducted either by telephone or through exchange of emails.
* Together with colleagues, to carry out assessments of children and young people who have been referred for potential support.
* To communicate the outcome of assessments to children and young people and where appropriate parents / carers. Liaise with schools concerning availability of children and young people for sessions.
* To prepare a care plan for each child or young person (if accepted for support) as allocated by and discussed with the Team Lead (East of Scotland).
* To conduct one-to-one sessions with children and young people, normally up to 12 sessions per person, offering bereavement support through the medium of appropriately designed therapeutic play and specialist activities.
* To manage a caseload of 8 children/young people per week.
* To ensure that appropriate documentation for the whole process of referral, assessment and support for children and young people is completed and received.
* To be responsible for keeping up to date records and preparing reports as required, including maintaining and updating computer records/database of work with children
* To provide telephone support and advice when required.
* To contribute to the provision of shared facilitation on family days.
* To co-facilitate groups for children and young people as and when required.
* In partnership with the Fundraiser & Training Officer as appropriate, to deliver presentations as required to external bodies and agencies to raise awareness of the work of Richmond’s Hope.
* To ensure that evaluation is undertaken for every child/young person which will be used to inform future practice.
* To study, absorb and comply with all policies, procedures and regulations of Richmond’s Hope.
* To contribute fully to the life and work of the staff team, communicating well with its members.
* To take responsibility for maintaining the cleanliness and safety of playrooms and equipment, ensuring the safety of all users.
* To liaise with the Team Lead (East Scotland) and the Administration Manager to ensure an adequate supply of materials for conducting activities is maintained at all times.
* To maintain an up-to-date knowledge of all child protection policies/bereavement theory and practice and implement these in the working practice of Richmond’s Hope.
* To recognise the confidential nature of the charity’s work with children and young people and act accordingly.
* To nurture an ethos of mutual respect in the workplace in keeping with the aims of the charity.
* To undertake such other tasks as may be requested by the Management Team or the Board of Directors.

**Support, Supervision and Staff Development**

* To attend and participate fully in regular team meetings as required.
* To arrange and receive supervision on a regular basis (internal management supervision at least once a month; external clinical supervision once every 2 months)
* To engage in the annual cycle of appraisal, setting and reviewing goals on a regular basis.
* To undertake appropriate training in skills/ practice/ theory as agreed with the Team Lead (East Scotland).

***This Job Description is not exhaustive and may develop over time***

***as indicated by the needs of the charity.***

**Person Specification – Bereavement Support Worker**

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| CATEGORY | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | 1. Good standard of general education 2. Qualified to degree level or minimum SVQ 3 or equivalent in a relevant discipline, for example: childcare/ education/ social work/ health/ psychology/ counselling/ play work | * Accredited training in child bereavement. |
| EXPERIENCE | * Experience of working with children and young people in paid or voluntary role * Knowledge of GIRFEC and its principles. | * Knowledge or experience of local authority services for children and families * Experience of working in the voluntary sector * Up to date knowledge in child protection issues * A clear and detailed understanding of issues affecting bereaved children |
| SKILLS AND ATTRIBUTES | * Excellent organisational skills. * Knowledge of child development * Knowledge of child protection * Good Communication skills, both written & verbal * Basic IT skills, specifically Word Processing, databases and Internet/Email * Knowledge of confidentiality issues * Member of PVG Scheme (Children) or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update. * A sensitive and non-judgemental approach to working with children and young people * Experience of and commitment to working in an inclusive and anti-discriminatory way | * Experience of working with children in a socially disadvantaged area. * Group work skills * Creative Skills * Ability to reflect on practice through literature, training and feedback from service users * Full driving licence and access to a car |
| Other | * Flexible in relation to hours worked and towards the place in which the work will take place. |  |

**Qualities Required**

The Bereavement Support Worker must be able to work using their own initiative. The post holder should have good communication skills, be able to work under pressure, be self-motivating and able to function well as a member of a team. We require someone who is dependable and can be trusted to handle personal information in a confidential and appropriate manner, and who has a caring and friendly personality, is sensitive to the requirements of families and staff and shares the values and aims of the organisation. A commitment to the aims and policies of the organisation is required, including: confidentiality, equal opportunities, anti-discriminatory practice, user involvement and health and safety.

**Salary and Conditions**

The Salary for this post is in the range of £10,300-£10,829 *(£24,463-25719 full time equivalent)* per annum. The post is part-time, for 16 hours per week. The post is subject to Richmond’s Hope Conditions of Service. All appointments are made subject to satisfactory references, PVG scheme record or record update and completion of a 6-month probationary period.

###### Protection of Vulnerable Groups (PVG) Checks

This is an excepted post under the terms of the Rehabilitation of Offenders Act and the successful applicant will be required to have a Protection of Vulnerable Groups Scheme membership under Part V of the Police Act 1997, for the purposes of assessing suitability for positions of trust. Richmond’s Hope undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure based on conviction or other information revealed. We have a written policy on the recruitment of ex-offenders, which is available for any applicant for a post requiring a Disclosure.

To meet the requirements of the Protection of Children (Scotland) Act 2003, which came into force on 10 January 2005, all applicants must complete a Criminal Conviction Self-Declaration Form.

**Other Information**

**Unsociable Hours:**

There may be an occasional need for unsociable hours, for example, attendance at fund-raising events, meetings, conferences, training and presentations. Time off in lieu will be given in respect of this.

**Equal Opportunities**

Any appointment will be made in accordance with Richmond’s Hope Equal Opportunities Policy.