



Children's Hospices Across Scotland

JOB DESCRIPTION – ACTIVITIES FACILITATOR

Job Details

Job Title – **Activities Facilitator**

Location – **Rachel and Robin House**

Responsible to – **Activities**

Salary – **Clinical Band 5, Point 11 to 13**

Coordinator

Job Family – **Care**

Job Purpose

Working within the culture, ethos and philosophy of CHAS, to assess, plan, deliver and evaluate programmes of play, activity experiences and emotional support for children or young people with life-limiting conditions and their families, giving due consideration to their individual needs, abilities, preferences and wishes.

Main Tasks

- Child and Young Person Support
- Family Support
- Administrative and Clerical
- Learning and Development

Job Activities

Child and Young Person Support

- Regularly assesses the needs of children and young people who use the services.
- Plan, implement and evaluate a range of activities and outings and ensure that these are tailored to individual requirements
- Works alongside the nursing team to ensure that activities are incorporated into the daily care of the children and young people during their stay

Family Support

- In conjunction with appropriate members of the multi-disciplinary nursing team, leads the assessment, planning, implementation and evaluation of the support offered to bereaved siblings, ensuring that it is appropriate and meets the needs of the individual
- Acts as a resource for family who may need guidance on specialised programmes of play, activities and emotional support for their children
- As part of the family support team, provide planned therapeutic support to families

Administrative and Clerical

- In line with appropriate legislation and organisational standards ensure hospice records and data are accurate and are stored in accordance with requirements
- Assumes responsibility for the delegation of volunteers during any activity or outing, ensuring that individual skills are utilised appropriately and that excellent standards of care are maintained
- Actively participates in the development, implementation and maintenance of CHAS policies, procedures, standards and protocols, for own area, ensuring best practice in the delivery of care

Learning and Development

- Provides induction, orientation and training, on all aspects of play, for any new support staff, volunteers and students, ensuring that they are aware of the developmental, social and emotional needs of the children or young people, enabling them to maintain the required level of care, as set by the organisation
- As required, participates in research and audit projects at a local level in support of best practice
- Maintains Personal Development Plan (PDP), in accordance with the organisation's recommendations, identifying own training and development needs and ensuring the maximum contribution to the organisational goals
- Supports the multi-disciplinary nursing team, enabling them to develop their skills in relation to play activities, experiences and outings, ensuring that high levels of professional practice and care standards are maintained
- Provide training and guidance in bereavement/emotional support both within CHAS and external agencies.

Health and Safety

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

Information Governance

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

Volunteer Engagement

- To work alongside volunteers and actively support their work by providing advice and information to help them in their roles

Dimensions

- Frequently responsible for handling petty cash and collecting monetary donations
- In performing this role, frequently has contact with children or young people with life-limiting conditions, their families, the multidisciplinary nursing team, the wider CHAS team, volunteers, students, other healthcare professionals and external contacts

Decisions and Communications

Decisions

- Within the agreed management structure of CHAS, is allocated work by senior staff but generally works with a degree of autonomy within the clearly defined policies, protocols, procedures and codes of conduct of the organisation

- In consultation with the child, young person and their families, assesses, monitors and changes programmes of play plans

Communication

- On a daily basis, communicates complex and sensitive information to the child, young person, their families, the multi-disciplinary nursing team and other healthcare professionals



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PERSON SPECIFICATION – ACTIVITIES FACILITATOR

Education, Qualifications, and Training

Essential

- Professional qualification in the care of children and young people
- Relevant expertise in a therapeutic play scheme

Desirable

- HPS Qualification

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- Motivation to undertake continuous professional development to meet and maintain professional standards of care and support
- Commitment to working with the whole family and to delivering high levels of care and support
- Requires excellent communication skills, having to convey complex, sensitive and contentious information, often in difficult circumstances
- Basic level of IT competence

Desirable

- Current driving licence and willingness to undertake MIDAS training

Method of Assessment – Application Form and Interview

Experience

Essential

- Relevant post-qualification experience of working with children or young people with complex care needs
- An understanding of the provision of palliative care to children with life limiting conditions
- Experience of using therapeutic play with children and young people
- Relevant experience of working autonomously and as part of a multi-disciplinary nursing team

Desirable

- Experience of working with bereaved children.

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Friendly, outgoing manner
- Positive and confident
- Personal drive, initiative and effectiveness
- Accountable for self, actions and decisions
- Commitment to ongoing learning and development
- A commitment to CHAS core value vision and purpose
- A commitment to working with/supporting volunteers

Desirable

- Child and family focused

Method of Assessment – Interview

Other Requirements

Essential

- Willingness to travel between CHAS sites

Desirable

- Access to a car and full driving licence

Method of Assessment – Application Form and Interview