

 **Richmond’s Hope**

 **Bereavement Support Worker**

**Job Description**

**Post:** Bereavement Support Worker – based in Dunbar, East Lothian.

**Salary: Starting salary £26,431 (pro-rata)**

**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:** Regional Bereavement Coordinator

**Accountable to:** Board of Trustees

**Key Working Relationships**: Regional Bereavement Coordinator, Senior Bereavement Worker; 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 Regional Bereavement Coordinator.
* 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 be responsible for keeping up to date records and preparing reports and evaluations as required, including maintaining and updating computer records/database of work with children.
* To provide telephone support and advice when required.
* To co-facilitate groups for children and young people as and when required.
* To deliver presentations as required to external bodies and agencies to raise awareness of the work of Richmond’s Hope.
* To work in line with all policies, procedures and regulations of Richmond’s Hope.
* To take responsibility for maintaining the cleanliness and safety of playrooms and equipment.
* To liaise with the Regional Bereavement Coordinator 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 Trustees.

**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 and external clinical supervision once a month)
* 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 Line Manager.

***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.
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| EXPERIENCE | * Experience of working with children and young people in a therapeutic or supporting 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.
* Experience of working with children in a socially disadvantaged area.
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| SKILLS AND ATTRIBUTES | * Ability to effectively use supervision to develop reflective practice skills.
* An understanding of the types of issues young people face that brings them to a bereavement service.
* Ability to create a safe and welcoming environment for young people and their families in a bereavement setting.
* Ability to work on own initiative and within a team.
* Excellent organisational skills.
* Knowledge of child development.
* Knowledge of child protection.
* Good communication skills, both written & verbal.
* Good IT skills, specifically Microsoft Office, databases and Internet/Email.
* Ability to work in line with confidentiality policies.
* 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 delivering presentations
* Experience of developing and facilitating groups for young people.
* Creative skills
* Ability to reflect on practice through literature, training and feedback from service users.
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| Other | * Flexible in relation to hours worked and towards the place in which the work will take place.
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**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. You should be dependable and have a caring and friendly personality, be sensitive to the requirements of families and staff and share the values and aims of the organisation.

**Salary and Conditions**

The salary for this post is in the range of *£26,431-£27,777 full time* per annum. The position is part-time for 16 hours per week over two days (Wednesday and Thursday). 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.

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**

**Additional Hours:**

There may be an occasional need to work outside of contracted hours, for example, attendance at fundraising 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.