West Lothian Drug and Alcohol Service

**WLDAS**

Reducing Harm, Supporting Recovery

**A Charity Registered in Scotland, No: SC005776 Company No: 212157**

**Job Description**

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| **Job Title:** | **Bereavement and Young People Worker** |
| **Purpose of Job:** | To provide a face-to-face counselling service to children and young people to support them through bereavement |
| **Responsible To:** | Therapeutic Service Support (TSS) Manager |
| **Responsible For:** | None |

# Job Scope:

This post involves offering a counselling and support service across West Lothian in a range of community settings. The service is for young people and will involve family members as appropriate. The post holder will also be expected to maintain supporting systems for the counselling service, including confidential record keeping, recording and producing statistical information and evaluating the counselling within an outcomes-based framework.

**This post is delivered in person and is not suitable for hybrid or home working.**

The post holder's focus will be on delivering 1:1 sessions to young people but will also facilitate some young people's group-work sessions and provide training to staff from stakeholder organisations around bereavement and promote the service, ensuring it reaches the young people who need it.

# Main Job Activities:

1. To offer a specialised bereavement service to young people who have experienced sudden loss, adopting a flexible approach tailored to the individual’s needs of the young person.
2. To develop and facilitate groups for young people affected by bereavement.
3. To involve the young person’s family and other external agencies within the support plan when appropriate, building the family’s social supports and skills.
4. To assess individual need and manage waiting lists, in consultation with line manager as required.
5. To maintain confidential records about the counselling service (including client notes, statistical information etc.).
6. To be an active member of a network of local bereavement services and build relationships with statutory and non-statutory organisations, promoting the service to ensure appropriate referrals.
7. Provide multidisciplinary training and presentations around bereavement to partnership agencies and other organisations including creating, facilitating and attending workshops on death, dying and bereavement.
8. Provide consultation on the service and advice on death, dying and bereavement as appropriate.
9. Contribute to new funding bids and to reports on the service to existing funders providing case studies where appropriate.
10. Attend and contribute to full team meetings, playing an active part in the other young people’s services within the organization and in the wider Therapeutic Support Service
11. Attend group and 1:1 supervision

**Administrative tasks:**

1. To keep clear and comprehensive client records, risk assessments and care plans and be responsible for maintaining organisational records and administration
2. To comply fully with the organisation’s ethos, policies and procedures and relevant legislation.
3. To prepare reports necessary for the post or as requested by management including contributing to funding reports through case studies and report writing.

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**WEST LOTHIAN DRUG & ALCOHOL SERVICE PERSON SPECIFICATION FOR**

**BEREAVEMENT AND YOUNG PEOPLE WORKER**

This specification sets out the required essential and desirable qualities expected for the successful post holder.

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| **ESSENTIAL** | **DESIRABLE** |
| A relevant qualification in psychological interventions such as a Diploma in Counselling | Membership of BACP or other professional governing body or eligibility to work towards  accreditation. |
| Minimum of two years experience delivering therapeutic/psychological interventions to children and young people. | Evidence of CPD relating to delivery of therapeutic/psychological interventions to children and young people. |
| Experience of working with young people around loss and relationship issues. | Experience of delivering presentations |
| Experience of managing child protection issues. | Experience of developing and facilitating groups for young people |
| Ability to manage confidential record keeping. | Experience of delivering multi- disciplinary training |
| Ability to effectively use supervision to develop reflective practitioner skills. |  |
| Understanding of the types of issues young people face that bring them to a bereavement service. |  |
| Have excellent oral, written communication and IT skills. |  |
| Sensitivity to creating a safe, welcoming environment for young people as counselling clients. |  |
| Ability to work flexibly to meet the needs of young people. |  |
| Ability to work on own initiative and within a team setting. |  |
| Driving license with access to own vehicle |  |