 Richmond’s Hope

Therapeutic Grief Practitioner

**Job Description**

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**Post:** Therapeutic Grief Practitioner, 1-year fixed term – based Edinburgh

**Salary: Starting salary for full time £26,431. Pro-rata for part time**

**Hours**: The position is part time, 20 hours per week subject to Richmond’s Hope Conditions of Service. Working days will include Tuesday, Thursday and Friday.

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

**Responsible to:** Bereavement Coordinator

**Accountable to: Board of Directors**

**Key Working Relationships**: Bereavement Coordinator, Therapeutic Grief Team

**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 specialised grief activities.

The postholder 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 Senior Therapeutic Grief Practitioner.
* 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 15 children/young people per week (full time).
* 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 Senior TGP 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 monthly and external clinical supervision every two 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 Bereavement Coordinator.

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

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

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| **Person Specification – Therapeutic Grief Practitioner** 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 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. |
| 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 | * 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. |