



**JOB DESCRIPTION**

**1. JOB DETAILS**

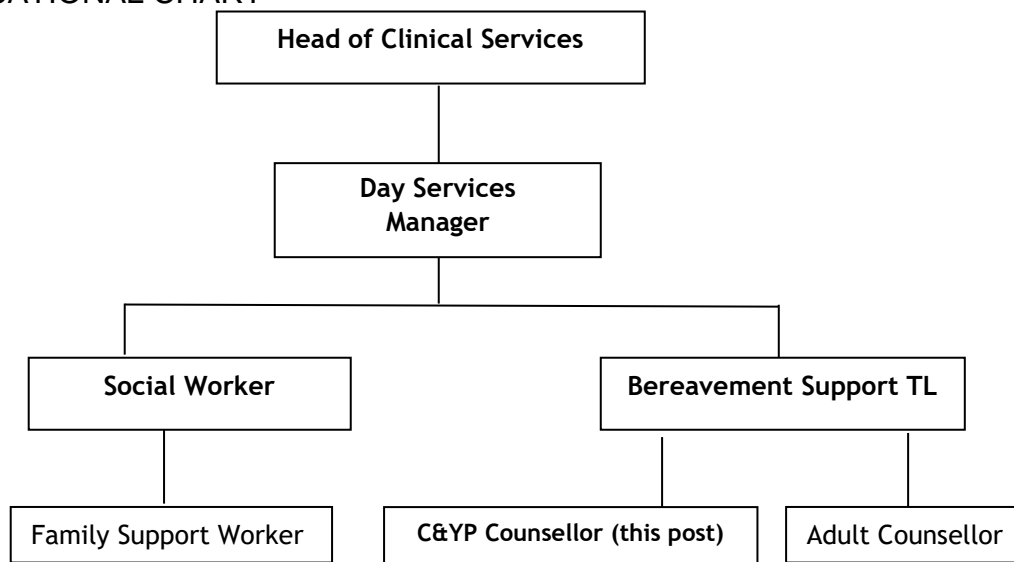
Job Title	Counsellor Children/Young Persons
Department	Bereavement Service
Grade	5
Responsible to:	Day Services Manager

**2. AIM**

Work with the Day Services Manager and Bereavement Support Team Leader to identify and provide pre and post bereavement specialist support and counselling to children and young people affected by grief and loss.

Offer an empowering, creative, flexible and integrative style of support by embedding counselling skills and person-centred principles within a psycho-social approach that draws upon a wide range of models and interventions (directive & non-directive).

**3. ORGANISATIONAL CHART**



**4. KEY RESPONSIBILITIES**

**Communication and relationships**

- Work collaboratively with other members of the Bereavement Service, Hospice team, external professionals, and organisations to enable the best possible continuity and support for children and young people.
- Attend both internal and external multi professional meetings and build partnerships with external organisations that support the development of high quality children's bereavement networks
- Work with the Day Services Manager and Bereavement Support Team Leader to organise and provide support to any volunteers involved with the Child Bereavement

## Service

- Attend MDT meetings to share specialist expertise and contribute to case review.
- Attend and actively participate in Bereavement Service meetings
- Produce non-judgemental documentation and report writing
- Develop and maintain effective working partnerships with other professionals both internally and externally to the organisation
- Develop and maintain links with other local and national agencies that offer counselling services to bereaved children and young people
- Develop and maintain links with schools and other educational providers to develop support local children and young people who are experiencing pre- or post-bereavement
- Actively contribute to the knowledge and understanding of other Hospice team members with respect to the social and emotional needs of children and young people

## Analytical and judgement skills

- Use expert counselling skills to assess children and young people and their families & carers social, emotional, psychological, spiritual and practical needs in order to devise an appropriate empathetic action plan/ one-to-one counselling/ group work recognising the need to seek support in more difficult and complex situations
- In partnership with service users, their families and relevant agencies, identify and develop appropriate counselling interventions for children and young people who are bereaved or anticipating bereavement
- Critically assess clinical situations, prioritise needs, plan appropriate care and refer when necessary to other internal and external support services
- Attend and participate in regular supervision with the Day Services Manager and Bereavement Support Team Leader and clinical supervision from an agreed external supervisor.
- Apply reflective approaches to personal practice development and to inform ongoing experience
- Contribute to up to date and accurate service data activity to support monthly data activity reports and service evaluation

## Planning and organisational skills

- Manage and prioritise own work time and contribute to that of volunteers
- Support the day to day operations of the Bereavement Service to ensure efficient and effective service
- Participate in the delivery of training to other colleagues and volunteers
- Support service delivery and provide cover in the absence of colleagues
- Plan and organise relevant group work, (e.g.) Family Fun days.

## Physical skills

- Standard keyboard skills are required

## Client Care

- Responsible for a caseload as defined in conjunction with and approved by the Bereavement Service Team Leader, managing this effectively ensuring agreed standards of assessment review and endings are met
- Act as a reflective practitioner, applying evidence based knowledge and critical thinking to counselling practice
- Identify children and families psychosocial and emotional needs in serious illness and bereavement
- Provide emotional and therapeutic support to children and young people
- Lead group support with children and young people, (e.g.) Family Fun days.
- Contribute to assessing risk factors for children and young people experiencing bereavement, recognising own capabilities of managing these risks; referring on and seeking professional support where appropriate
- Promote the safeguarding and welfare of children, young people and their families as

far as possible

### Policy and Service Development

- Work as a key member of the Bereavement Service to ensure high quality service delivery in an ethical and effective manner in line with the agreed consortium sub-strategy group.
- Carry out the role in accordance with current legislation, Hospice philosophy, policies, procedures and other relevant professional guidelines
- Contribute towards procedures within area of specialism
- Support appropriate services e.g.) Family Fun days.
- Act within the legal, statutory and ethical rules laid down by the BACP, or UKCP or other affiliated governing body.

### Financial and Physical Resources

- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met
- Responsible for equipment and resources within own area of work i.e. computer equipment

### Human Resources

- Attend any appropriate training requirements both statutory and mandatory to comply with current Health and Safety legislation and in line with the Hospice's responsibility to comply with Government Directives
- As an employee of the Hospice, the post holder is required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the business of St Cuthbert's business
- Provide training, including workshops and presentations to members of the Hospice team, external professionals and organisations.
- Engage in regular supervision in accordance with Hospice policy & professional guidelines
- Provide specialist input as part of the Hospice training programme (Such as induction module 'Bereavement and Loss.')
- Support and liaise with the Day Services Manager and Bereavement Support Team Leader to contribute to the training of bereavement volunteers
- Actively participate in own annual appraisal and be responsible for own professional development

### Information Resources

- Maintain up to date and accurate records to meet Hospice guidelines, professional standards and standards set by statutory bodies such as the Care Quality Commission
- Provide statistical information as required

### Research and Development

- Continually look for ways to improve the quality of the service one provides
- Maintain professional competence & ensure evidence based practice by keeping up to date with current research & developments related to own specific area of expertise
- Participate in relevant clinical governance activities and clinical audits

### Freedom to Act

- Work within defined policies and procedures
- Ability to recognise limitations of knowledge, skills and competencies and seek guidance from Day Services Manager and Bereavement Support Team Leader where appropriate.
- Support and guidance provided through clinical supervision

## EFFORT & ENVIRONMENT

### Physical

- Light physical effort may be required on occasions

### Mental

- Frequently required to concentrate for one or two hours at a time

### Emotional

- Frequent exposure to distressing or emotional circumstances encompassing a main part of the role with occasional exposure to highly distressing circumstances.
- Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support

### Working Conditions

- Exposure to unpleasant working conditions or hazards is rare.
- Flexible approach across all clinical areas in order to meet the changing needs and for the improvement of service delivery and care

### Data Protection and Confidentiality

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

### Health and Safety

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

### Safeguarding

- All employees within the Hospice have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

### Infection Control

- All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:
- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

### Equal Opportunities

- The Hospice welcomes all persons without regard to race, religion or belief, age,

gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.

- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

Note: This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

**JOB DESCRIPTION AGREEMENT**

Signature of Post holder ..... Date: .....

Signature of Manager: ..... Date: .....

