



Post: Bereavement Support Practitioner: Runcorn

Reporting to: CBUK Director of Bereavement Support and Education (Day to day, Line Management by Runcorn Bereavement Services Team Lead)

Hours: 18.75 hours per week

Salary: £24,000 p.a. (Pro-rata)

Base: Victoria Buildings, High Street, Runcorn, Cheshire.

JOB PURPOSE

To support the Runcorn Bereavement Services Team Lead in the provision and evaluation of a service that ensures families and professionals can access high quality bereavement support in situations where a baby or child has died, or where children or young people are bereaved, with specific responsibility for supporting children and young people (up to the age of 25), their families and the professionals with whom they have contact.

CBUK's Bereavement Services comprise:

- A national Support & Information Line providing telephone support, information and guidance to families and professionals
- An interactive website with information with online discussion forum for families
- Family Bereavement Support Services in a variety of locations across the UK providing a range of responses including telephone support and guidance on particular areas of concern for families either pre-bereavement, in the immediate aftermath of a death or in the longer term; a booked-call telephone support service; individual, couple and family support sessions; support groups for parents experiencing baby and child death; a family group programme for children bereaved of someone important in their life; Young People's Advisory Groups, a youth service for young people aged 11-25 and liaison with the school and other staff working with child/young person to ensure holistic support
- National support for families bereaved in particular circumstances: e.g. family support groups for bereaved forces families.
- Collaborative working with other agencies to provide bereavement support in a variety of geographic locations across the UK.

The ethos of CBUK's Bereavement Services is:

- To provide support that encourages open communication within the family, both pre and post bereavement, and fosters resilience in bereaved children and young people
- To provide information for bereaved families about grief and help them understand some of the feelings they may experience
- To find ways of remembering the person who has died, whilst coping with the challenge of adjusting to living a changed life
- To provide families with the opportunity to meet others with similar experiences in a safe, non-threatening environment
- To provide support for those coming into contact with bereaved families in the course of their work, including CBUK staff

KEY WORKING RELATIONSHIPS

- CBUK Director of Bereavement Support and Education
- Runcorn Bereavement Services Team Lead
- Runcorn Bereavement Support Practitioners
- CBUK North Development Lead
- CBUK Volunteers
- All CBUK teams
- Referral agencies, especially statutory service providers in health and education

PRINCIPAL RESPONSIBILITIES

- To work with the Bereavement Services Team Lead in providing and evaluating a service in Runcorn to support bereaved children and young people up to the age of 25
- To uphold the ethos of CBUK's bereavement service in what is offered to families
- To work within national and CBUK guidelines and policies, ensuring that practice is standardised, ethical and safe for families, staff and volunteers. This includes child protection, complaints and grievance procedures.
- To support the Bereavement Services Team in developing and establishing CBUK's services as a source of advice and support for families and professionals across Runcorn and the wider North West region.
- To work with the Bereavement Services Team in supporting volunteers for the Service in Runcorn.
- To provide a programme of individual and family support sessions, family group programmes for children bereaved of someone important in their life, a Young People's Advisory Group programme, school liaison
- To liaise with agencies external to CBUK as appropriate, sharing expertise, information, skills and resources effectively, ensuring the widest possible area of need is met.
- To empower other professionals offering advice, resources and support through joint working, when working with bereaved children, young people and families.
- To monitor and evaluate all aspects of CBUK's Runcorn bereavement services

- To participate in supervision, both individually and as part of the Runcorn team.
- To maintain and improve own professional competence and accountability
- To facilitate bereavement awareness sessions in the local area and workshops as part of CBUK's national training programme, and support CBUK's consultancy services, as appropriate.

GENERAL TERMS AND CONDITIONS

Equal Opportunity

All employees must comply with CBUK's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of client and staff records and information.

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> • Recognised health, educational, social care or counselling qualification • Training in working with children, young people, adults and families • Relevant bereavement training 	
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> • Relevant experience of working with children, adults and families, individually and in groups • Experience of working with bereaved families • Understanding of peer group work/facilitation • Knowledge of support services available for children and families • Experience of working with voluntary services • Experience of working with traumatic grief • Experience of liaison and networking with schools • Knowledge of education, social services and primary care services • Ethnic and culture awareness 	<ul style="list-style-type: none"> • Experience of telephone support and information provision • Experience of delivering training in loss and grief
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work alone and within a multidisciplinary team • Excellent communication skills • Computer and database skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Excellent communicator • Highly motivated and able to motivate others • Relates well to children and adults • Positive attitude, energy and drive • Ability to work under pressure 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexible to work evenings and weekends as required • Flexible to travel to external events if required 	<ul style="list-style-type: none"> • Current valid UK driving licence with car available for work purposes

Ann Rowland, Director of Bereavement Support and Education, November 2017