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| **JOB DESCRIPTION AND PERSON SPECIFICATION** |
| **Job Title:** | **Primrose Children & Young People’s Practitioner – Maternity Cover** |
| **Reports to:** | Children and Young People's Team Lead |
| **Location:** | Coppice Centre, Primrose Hospice St Godwalds Road, Bromsgrove B60 3BW and community areas. |
| **Hours:** | 18.75 hours per week  |
| **Grade/Salary:** | £22,500 FTE / £11,250 Actual |

**Job Role**

## To contribute to the Family Support Service; this specialises in the needs of children and young people and their parents / carers who require pre-bereavement and post-bereavement support.

## In providing this specialist service, to ensure that the ethos of Primrose Family Support Service is reflected and that a high standard of client focussed support is maintained.

To provide specialist advice to internal and external professionals as appropriate.

**Duties and Responsibilities**

1. To contribute to professionally recognised procedures and systems which ensure that best practice is upheld, and the wellbeing and safety of children and young people are actively promoted.
2. To work with the Family Support Team Leader in implementing the Safeguarding Children legal framework as appropriate. To work with other team members to support Safeguarding Adults.
3. To work with the Family Support Team Leader in developing and maintaining links with local and national organisations and professional bodies such as the Childhood Bereavement Network.
4. To supervise and be responsible for the part-time Children and Young People’s Support workers.
5. Take the lead and make decisions regarding the service and the allocation of work across the team of Children and Young People’s Support Workers.
6. To link with external partnerships, e.g., schools and health professionals to increase understanding of those affected by life-limiting illness or bereavement.
7. To comply with mandatory training requirements and contribute to the provision of sound information and training across the Organisation.

**Casework Duties:**

1. To assess and support children and their families experiencing the anticipated death of a parent / carer: provided through one-to-one sessions, family sessions or other more flexible approaches, and working in collaboration with other members of the Family Support Team. With the aim of ensuring that their emotional, social and practical needs are met; that they are adequately prepared for the death; that risk factors are identified and minimised.
2. To provide psychological, emotional and practical support to patients and their partners who are parents / carers and have a life-limiting illness. To enable parents to understand their child’s grieving process, communicate more openly with their children and ensure that care arrangements have been made after their death.
3. To assess the needs of children, young people and families who are bereaved, in preparation for either allocation to volunteers or own caseload. To offer intervention methods from a professional knowledge base, to promote healthy grieving and coping strategies.
4. To offer and provide Family Support sessions for complex family situations where multiple losses or risk factors exist. To mediate or reduce family conflict, improve communication and identify coping strategies to support the adjustment to change.
5. To work as a member of the Primrose Multi-Disciplinary Team providing specialist knowledge of the psychological, emotional and social needs of children, young people and their families who are facing life threatening illness and bereavement. To provide staff support and guidance for those working with complex or high-risk family situations.
6. The majority of service delivery occurs within main office hours; however, there will be the necessity to provide some group work and 1:1 sessions outside of this, primarily after school hours. The post holder will also be involved in planning and participating in a residential weekend alongside other staff and volunteers.

**Development of the Service:**

**In conjunction with the Head of Family Support Service:**

1. To help support the development of the Children and Families Service within the context of the wider development of the Family Support Team.
2. To remain up to date on research and theories of intervention for pre-bereaved and bereaved children, young people and their families, including therapeutic support groups.
3. To provide specialist education, guidance and liaison with professionals working with pre- bereaved or bereaved children and young people both within Primrose service and the wider community. To provide support and advice about resources as well as on-going consultation with Education, Health, and Social Care partners.
4. To receive regular professional supervision and training to ensure ongoing professional development.
5. To utilise the database systems, keep professional and respectful notes, and record all contacts regularly.

**Working conditions/Physical requirements**

The main hours of work will be spread across the standard working week, however there may be some occasions that to meet client need service delivery is required outside of this. If this is the case TOIL (time off in lieu) shall be implemented. There is an expectation that staff will provide cover to maintain effective service delivery during times of colleague absence.

The post will be based within the Family Support team office within the Coppice Centre at Primrose. However, some time will be spent on home visits, school visits and in other locations in the hospice, such as the Day Hospice and Bedded unit

Staff work under the Primrose Lone Working Policy which places responsibilities both on the employer and employee to assess risks to self and others and taken preventative measures. This includes the identification of own training needs.

**Other information**

**Contacts:**

Patients/parents/carers of children under 18 may be referred by the wider Palliative Care service, Primrose clinical professionals, other agencies or self. Referrals are made for those requiring specialist supports for pre and post bereavement.

Children and Young People under 18. Referrals are received from the PalCare service, Primrose clinical staff, external professionals (e.g., GPs, social workers), parents/carers or self-referrals, Health, Education, Social Care statutory agencies including Safeguarding professionals.

Primrose Teams. including In-Patient Unit, Day Patient Unit, Nurse Specialist Teams. Contact made through weekly multi-disciplinary meetings, one to one consultations, and joint assessment visits.

Hospice Team meetings with and other staff members focusing on team support, and the development of all care services within Primrose.

Group supervision with volunteers is provided monthly and individual supervision monthly. The post holder will be expected to offer some support as appropriate.

# ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

# CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

# DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

# HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

It is expected that you will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout your role. It is also hoped that as the Hospice is heavily reliant on charitable donations you will support promotional activities where possible showing support to your colleagues in the spirit of team working.

**Person Specification - Primrose Children & Young People’s Practitioner – Maternity Cover**

**Qualifications**

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| **Essential** | **Desirable** |
| * Health /Social Care / Education / Counselling qualification essential alongside at least 3 years’ experience of working with children and families within one of these settings.
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**Skills and Knowledge for the role**

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| **Essential** | **Desirable** |
| * Excellent listening and communication skills
* Ability to contribute to the development of a service
* Ability to undertake a psychological assessment of individuals and families in distress and facing loss
* Ability to plan and deliver presentations with an informative and educational content
* Well-developed therapeutic skills with individuals and families
* The ability to work reflectively and evaluate work done
* Flexibility
* A team player
* Good organisational skills
* Good coping strategies and stress management
* Ability to keep accurate documentation
* Teaching skills
* Ability to work independently and as part of a multi-disciplinary team
* The nature of end-of-life care and the impact of death
* The needs of people who have been bereaved or are in a pre-bereaved setting
* Issues relevant to working with volunteers
* Issues pertaining to confidentiality and the management of information
* PC literate
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**Experience for the role**

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| **Essential** | **Desirable** |
| * Experience of working with loss, grief and emotional crisis
* Experience of working with people of different ages and backgrounds
* Experience of working in a multi professional setting
* Personal grief resolved sufficiently to work in an end-of-life care setting
* Full driving licence and own transport
* Knowledge of relevant legislation (including Every Child Matters and

Children’s Act 1989)* Experience of working therapeutically through groups
 | * Experience of undertaking assessments and making decisions on appropriate service provision
* Experience of working alongside volunteers
* Supervisory experience
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**Agreement**

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| **Approved by Line Manager - Signature:** |  |
| **Job Holder’s Name:** |  |
| **Signature:** |  |
| **Date agreed:** |  |
| **Reviewed:** |  |