

JOB DESCRIPTION – STAR BEREAVEMENT

<p>Job Title: Senior Bereavement Practitioner</p>	<p>Reports to: Bereavement Service Co-ordinator</p> <p>Responsible for: Assessing needs and delivering 1-2-1 and group interventions for children and young people referred to the service</p>
<p>Reference No: SBSW4</p>	<p>Location: Wakefield Hub, community-based delivery</p>

Job Purpose and Objective

In line with Star Bereavement’s values and ethos, provide support for children and young adults up to the age of 25 years, who have experienced the death of someone important to them.

To lead on the delivery and coproduction of support and therapeutic interventions for children and young adults up to 25 years, experiencing bereavement and in particular disruptive grief and trauma.

To provide both 1:1 and group support and manage a caseload of varying complexities.

To Manage Star’s assessment process and case allocation.

Principle Responsibilities and Duties

Reporting to the Bereavement Service Co-ordinator and supported by the Project Support Worker, the job holder is responsible for a range of activities and duties, including:

1. Management

- Managing referrals and their allocation to the Team, assessing bereavement needs of individuals referred to the service using the appropriate assessment, administrative systems and recording methods.
- Checking on progress of cases and overseeing the work being undertaken by the team, ensuring delivery to agreed schedules and processes.

2. Group work

- To develop group work interventions.
- To facilitate the delivery of group work interventions.

3. Planning, Organisation and Delivery of Community Based Workshops/Groups

- Liaising closely with the Service Co-ordinator regarding work allocation, project planning and programme delivery in order to co-ordinate and facilitate the provision of one-to-one support, group work and education across the community as needed. Developing a monthly, quarterly and annual plan of delivery across the Wakefield District.
- To develop and deliver a wide range of options, materials and methods, which offer alternative ways to help people express and manage feelings of grief, using a wide variety of techniques.

- Co-facilitate bereavement support groups with Bereavement Practitioners, Peer Worker and bereavement support volunteers.
- Ensure that plans include documented and agreed Group Working Session Plans, outlining the desired outcomes, learning and methods to be used.
- Monitor and evaluate team delivery to ensure:
 - rapport, empathy and positive regard is being given to children and young people and young adults within the groupwork.
 - that Star's Outcomes Framework is used to inform a person-centred assessment and interventions to build on a person's / group's assets to help and support children and young people to develop core competencies and manage healthy grief.
 - the team is providing emotional and practical support so children and young people can self-manage different situations and transitions.
- Work with the team to develop, identify, document and offer a realistic and appropriate range of options to engage in social activities or opportunities with other children and young people.

4. Providing 1-2-1 Support with complex cases

- To manage and work with a caseload of complex cases and provide expertise in disruptive grief and trauma.
- Provide therapeutically informed interventions and emotional support, using a range of different methodology.

5. Resource Development

- To develop, implement and proactively identify resources that would be relevant for children and young people. Sharing resources and ideas with others. Building a range of materials to support work and delivery.
- To test the validity and usage of resources with children and young people and provide reflections and recommendations for improvement before use.
- Share best practice by contributing to the development of tools and resources and the Star website.

6. Networking and Signposting

- Signposting and supporting children and young people to access (if required) appropriate services and opportunities.
- To refer any issues of concern about the wellbeing or safety of everyone: children and young people or adults to the safeguarding lead within Star Bereavement and if appropriate the Safeguarding Partnership.
- To identify-gaps in local services /provisions or training and report these to the Service Coordinator so that the delivery plan can address these.
- To develop and maintain effective working relationships with other professionals involved with children and young people both internally and externally.
- To liaise with a wide range of statutory, voluntary and third sector organisations to access services/activities/opportunities.

7. Monitoring and Evaluation

- To use existing monitoring and evaluation systems and provide timely reports on all activity undertaken (including case studies).
- Support the Service Co-ordinator to maintain a database of activity, outputs and outcomes that will be used to report on activities to partners.
- To provide regular written reports, statistics and information including monitoring data, for the organisation, funding agencies and other bodies as may be required.
- Monitor activities using the measures agreed.
- Measure impact using the measures agreed.
- Maintain accurate and up-to-date records.

- Prepare written and verbal reports or observations to support evaluation.

8. Administration Duties

- Maintain efficient administration systems, including the referral system, recording activity data and completing all relevant documentation
- Administer all correspondence and communications which have been self-generated.

9. Professional Responsibilities

- To up-hold ethical and professional standards and not behave in a manner that is likely to bring Star Bereavement into disrepute.
- To set an example to the team and develop their practice.
- To attend all required training; induction and education programmes.
- Be willing to enhance personal development through training and other opportunities, participating in supervision, ensuring objectives are set and achieved and a personal development plan is agreed.
- To recognise and report if / when the level of support required is beyond the scope of an individual worker. Discuss and refer on to other relevant professional support when needed.
- Develop an awareness of own personal responses in relation to the maintenance of a safe environment and identification of potential risk for all personnel, children and young people and significant others. Adopting a reflective approach to personal practice.
- Attend regular, one to one meetings with the Service Coordinator and participate in reflective practice.
- To keep up to date and understand initiatives and best practice on bereavement and to meet requirements for delivering best practice standards to service users.
- To attend staff meetings and joint working parties and project groups as appropriate.
- To always deliver work within Star's core policies such as safeguarding, equality, confidentiality and quality.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.

10. General Responsibilities

- Adhere to all health and safety and fire regulations and to co-operate with Star Bereavement maintaining good standards of health and safety.
- Adhere to all Star Bereavement policies and procedures at all times.
- Actively promote and support 'Working Together to Safeguard Children'.
- Promote and sustain equal opportunities and diversity.

11. Supporting Volunteers

- Star Bereavement is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support, train and respect volunteers.
- Work alongside or supervise volunteers and give training, supervision and feedback.
- Liaise closely with staff, freelance workers and volunteers on projects.
- Identify volunteering roles on projects and participants who may be ready to step into a volunteering role.

12. Marketing and Communications

- Liaise with all stakeholders including local schools, councillors, faith groups, other community and voluntary groups so they are aware of the Star Bereavement offer.
- Distribute relevant marketing material for projects within the community and among stakeholders to raise awareness.
- Provide material to the Service Co-ordinator for website and social media in order to expand the reach and impact of the work.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

Our bereavement services will be provided in a range of settings including within the family's home, at Star's offices or outreach venues, and will therefore involve a significant amount of travel throughout the Wakefield District Area. The post-holder must also be prepared to meet with children, young people or families in the evening or at weekends.

PERSON SPECIFICATION: BEREAVEMENT PRACTITIONER

Area		Essential Desirable	Application Form (A) or Interview (I)
Experience and Knowledge:	Two years post qualifying experience of delivering therapeutically informed interventions to children and young people	Essential	A & I
	Experience of working with bereaved children and young people	Essential	A&I
	Experience of working with people from a wide variety of backgrounds	Essential	A&I
	Engaging with children, young people, parents, carers and professionals	Essential	I
	Experience of working as part of a team towards aims and goals	Essential	A & I
	Working in a self-motivated, ideas led environment	Essential	A & I
	Using assessment tools	Essential	A & I
	Evaluating and monitoring	Essential	A
Skills and Abilities:	Understanding of children and young people's needs and development across the 3-25 year age range	Essential	I
	Understanding relating to trauma, bereavement, loss and grief	Essential	A & I
	Understanding and implementation of Confidentiality Policy	Essential	I
	Understanding of vulnerability and resilience	Essential	I
	Understanding of Safeguarding policy and Frameworks and how to implement them	Essential	A & I
	Ability to work creatively with young people	Essential	A & I
	Knowledge of development of bereavement support for children and young people nationally and internationally	Essential	I
	I.T. skills relating to report writing, MIS, Social Media and online delivery	Essential	A&I
	Excellent communication skills	Essential	I
	Mediation and negotiation skills	Desirable	A & I
	Written communication skills including report writing	Essential	A & I
	Committed to refresh or attend training relevant to the post	Essential	A
	Problem solving	Essential	A
	Time management and prioritisation skills	Essential	A & I
	Able to work on own initiative, under supervision and as part of a team, self-motivated	Essential	A
Education and Training:	Qualifications In Counselling or Psychotherapy at Diploma level or above	Essential	A & I
	Full current U.K. Driving Licence	Essential	A & I
	Training Child centred Counselling or therapeutic interventions Working with bereaved children and young people Trauma	Essential Desirable Essential	A & I
Other requirements:	Willingness to undertake mandatory training: In house training and induction Safeguarding Any other training which Star stipulates is necessary	Essential	A & I
	Access to own transport and business use insurance	Essential	A
	Enhanced DBS disclosure	Essential	A & I



Star’s Mission is to support children, young adults (3-25 years) and families across the Wakefield District, affected by the death of a person important to them - parent, carer, friend, sister, step-brother, grandparent.... addressing their needs in ways that are compassionate, comprehensive, and accessible.

To achieve Star’s Mission, we have three key interlocking Aims, to deliver and develop:

Preventive, Strengths-Based Service, that helps children and young people build resilience and the coping skills they need to adjust to their loss and handle future challenges
Using careful assessment and interventions tailored to individual and whole family needs

Evaluation and Research, to continuously improve the effectiveness of our service
Supporting development and implementation of a bereavement-specific, Protocols that incorporates standardised measures of general adjustment, depression, and trauma, as well as grief-specific measures
Recognising grieving children, young people and families as the experts

Training and Education: Strengthening the Workforce and Increasing Community Capacity
Supporting family, friends and communities so they too are more resilient and better able to respond to loss and bereavement
Disseminating knowledge and building workforce capacity and public awareness in ways that can potentially impact the lives of grieving children and families anywhere in the Wakefield District
Work in partnership with schools, GP/health professionals and voluntary sector organisations.

Children, Young People, Adults and Communities have a positive sense of identity, strong relationships, and are able to identify, manage and express their feelings and needs in relation to Loss and Bereavement

Children, Young People and Young Adults Reference Group determine the design and delivery of the service

0-7	8-12	13-17	18-25
School/Family/Community Navigator (CN) & Organisations refer to STAR	Self/Friend/Family/CN refer to STAR (Organisations in certain circumstances)		Self/Friend/Family/CN refer to STAR (Organisations in certain circumstances)
★ STAR carry out individual assessments using the Bereavement and Resilience Outcomes Frameworks and support individuals to join peer support groups			
STAR Family Support Days Peer Support	STAR Groups Offering Peer Support and Opportunities to Develop Self-Help Strategies (community/interest based)		STAR Groups Offering Peer Support and Opportunities to Develop Self-Help Strategies (community/interest based)
★ Parent/Carer/Peer Support Groups			
★ Keeping in Touch with all individuals, Online Support and an offer of Advocacy Support where required			
★ One-to-One Support and/or Family Support and/or Therapeutic and Specialist Group Work where required			
Underpinned by the Childhood Bereavement Service Outcomes Framework & The Resilience Framework Active Learning Groups and Cascade Training for everyone providing support & competency based support and supervision Safeguarding trauma informed practice and contextualised safeguarding Peer inspections/published participant reviews of group activities/ text and online feedback			