

Archie's Child Bereavement Service (ACBS) is part of The Archie Foundation, and provides services to bereaved children, young people and their families.

We are seeking a Bereavement Support Worker who will assist us to further extend this service within the Grampian Region. The service will assist families where there are children and young people under the age of 18, who are bereaved, to access information, guidance and support at an early stage when a person close to them sadly dies.

The post is for 18 hours per week, based in Royal Aberdeen Children's Hospital, and the candidate will have the ability to travel throughout the Grampian Region. The post holder will be required to work flexibly in response to the needs of the service.

A full person spec and job description outlines full requirements for this post, but applicants should have a range of skills and experience including direct work with children and young people. Experience of supporting bereaved families is desirable. They will have excellent communication skills and ability to work under pressure.

There is a requirement that the post holder will be eligible for, or to be a member of the PVG, under the Enhanced Disclosure Scotland Scheme

JOB DESCRIPTION

Post Title: Bereavement Support Worker

Location: Royal Aberdeen Children's Hospital, Aberdeen

Salary: £14,000 Part time

Hours: 18 hours per week

Working Pattern: Monday, Tuesday & Friday

JOB PURPOSE

- To assist with, and to provide a direct service to bereaved children, young people and their families throughout Grampian.
- To deliver a bereavement support service to bereaved families where there are children under the age of 18 years old within the Grampian Region.

MAJOR TASKS

- All staff are required to comply with The Archie Foundation Terms and Conditions of Service.
- All staff are required to familiarise themselves with all relevant Archie Foundation and specific ACBS policies, guidelines and procedures, in particular, Health & Safety, Equal Opportunities, confidentiality, safeguarding, data protection and to apply them in practice.
- In addition to the duties and responsibilities outlined in this Job Description, all staff are expected to undertake any additional reasonable tasks or responsibilities which may be required of them by their line manager.

REPORTING RELATIONSHIPS

This post reports directly to The Archie Foundation's ACBS Coordinator (Grampian).

Clinical support and indirect supervision will be provided by the chair of the ACBS committee

ROLE ACTIVITIES

- To work closely with ACBS Coordinator and wider Archie Foundation staff members and volunteers.
- To respond to referrals for bereavement support from within Grampian.
- To contact individual families, assess their needs and provide advice, guidance and support as appropriate.
- To provide support and direct work with children and young people as appropriate.
- To liaise with medical, nursing and other staff to enable bereaved families to receive appropriate support.
- To support and undertake delivery of awareness and other ACBS training programs to professionals when required.
- To support ACBS Activity Day programmes and young people's groups when necessary.
- To assist the ACBS Coordinator and ACBS Committee to develop local services.
- To work with Archie Foundation colleagues to raise awareness of ACBS and the needs of bereaved children and young people.
- Such other appropriate tasks as may be required from time to time.

To support all aspects of work regarding service response to referrals

- To work flexible hours in keeping with the needs and the operational demands of the service – such as specific day and early evening cover and occasional weekend work as agreed.
- To keep records and files as appropriate and as requested.

To report regularly to the Archie's Child Bereavement Service Committee meeting and attend meetings when required

- To write regular reports on the use of the service.
- To report regularly to the ACBS Coordinator or in their absence to a member of The Archie Foundation senior management team.
- To attend regular supervision with the Chair of the ACBS committee.
- To attend Archie Foundation and ACBS Team meetings when required.

KEY RELATIONSHIPS

- Be accountable to and work positively and effectively with the all Archie Foundation Senior Management Staff.

- Work positively and effectively with all members of the Archie Foundation staff team and other colleagues.
- To work positively and respectfully with all volunteers.
- Work positively with the ACBS Committee and as appropriate The Archie Foundation trustees.

CANDIDATE SPECIFICATION

Should be qualified to minimum of Higher Education Level or equivalent.

Relevant Knowledge & Experience

Essential

- Experience of direct work with children and young people.
- Knowledge of and have an understanding of the stages of grief.
- Experience of supporting individuals.
- Experience of Team Working.
- Experience of using listening skills.
- Basic IT Skills.
- Full driving licence and access to a car
- Willingness to travel (75%)

Desirable

- Knowledge of child development.
- Knowledge of family dynamics.
- Experience of visiting families in their own homes.
- Experience of working under own initiative.
- Experience of supporting bereavement.
- Experience of presentations of delivering training.
- Experience of working with volunteers.

Special Aptitudes

Essential

- Excellent communication skills
- Excellent administrative skills
- Ability to empathise.

Ability to assess, develop and interact with a wide range of people.

- Ability to report to / liaise with ACBS committee.

- Ability to plan out workload and work under pressure, dealing with more than one person / task at a time
- Ability to maintain accurate administration systems and maintain confidentiality.
- Ability to report to / liaise with ACBS committee.
- Ability to work as a member of the ACBS team.
- Ability to work alone and manage time effectively.
- Ability to work effectively and constructively with volunteers
- Ability to work with The Archie Foundation and ACBS policies and procedures.

Desirable

- Public speaking and presentations.
- Ability to work with groups.
- Leading groups.
- Ability to work flexibly - varied hours each week, including occasional evening / weekend hours

Personal Qualities

Essential

- Sensitivity to the needs of others.
- Sociable outgoing nature.
- Empathic.
- Tolerance and patience.
- Approachable.
- Sense of humour.
- Flexibility and willingness to work outside normal office hours.
- Calm and considered approach.
- Managing stress.
- Insightful and reflective

Desirable

- Experience of people from all walks of life and ability to respond to them.

Interview Dates: TBC

Please include covering letter with your CV, outlining your suitability for this role.

Job Type: Part-time

Pay: From £14,000.00 per year

Expected hours: 18 per week

Benefits:

- Company pension
- Cycle to work scheme
- Life insurance
- Work from home

Schedule:

- Flexitime
- Monday to Friday

Education:

- Certificate of Higher Education (preferred)

Experience:

- Bereavement support: 1 year (preferred)
- Working with Children: 1 year (preferred)

Licence/Certification:

- Driving Licence (required)

Willingness to travel:

- 75% (required)

Work Location:

- In person