

**Job Description**

**Post Title: Part-time Children and Young People Bereavement Specialist**

**Responsible to: Chief Executive Officer**

**Job Summary:** Professional:

Reporting to the Chief Executive Officer to arrange, manage and deliver the Cruse Bereavement Support Isle of Man (Cruse IOM) Children and Young People's (CYP) Service including appropriate support for bereaved children and their carers.

**Quality Assurance:** To ensure that bereavement support services are needs-led, relevant to the aims and objectives of Cruse IOM and are effectively managed and evaluated.

**Impact:** To coordinate, further develop and implement ongoing support for all bereaved children and young people irrespective of the cause, relationship to the bereaved or time since the death.

**Location:** The post holder will be based in the Cruse IOM office. However, travel will be involved and a full valid driving licence and access to a car during working hours is essential.

**Principal Duties:**

- React to requests, identify and assess the needs of the bereaved CYP and their family, carers and professionals.
- Coordinate and implement a care plan for CYPs (individuals and groups), using bereavement support skills and knowledge of patterns of bereavement and loss to deliver practical and emotional support.
- Keep confidential, regular, accurate and appropriate records relating to individual cases and group events
- Liaise closely with other agencies and provide advice and support where appropriate.
- Innovate, organise, supervise and encourage additional means of providing support for bereaved young people, e.g. social events, groups and residential weekends. Evaluate and continue to develop appropriately giving due consideration to the needs of all individuals.
- Proactively and reactively work with other appropriate agencies to assist with the management of bereavement in the community at all levels where CYP are involved. Provide support as appropriate.
- Provide community education and support on request and be a point of contact on the provision of children and young people bereavement services on the Island.
- Identify and research relevant CYP training.
- Oversee and coordinate CYP administration, assist with volunteer training and awareness-raising events.

- Evaluate, identify and progress development needs of the service, highlight celebrations, issues and development areas to the CEO.
- Manage and report on statistical and anecdotal records to the Operating Committee and make recommendations for consideration.
- Regularly focus on the progress of the service and ongoing work, identify and set realistic targets and assess progress against your work plan and re-evaluate as necessary.
- Attend scheduled meetings as required and update on the CYP service accordingly.
- Update the annual work plan, e.g. work completed, work ongoing and future areas of development planned as required.
- Evaluate results of one-to-one and group work to determine effectiveness, reliability and validity.
- Interact, develop and maintain relationships with other professionals, research alternative/new resources and techniques and share information.
- Ensure regular and suitable supervision is received.
- Attend training courses to ensure that skills are maintained and enhanced appropriately.
- Identify and source materials and resources for the CYP service to be used appropriately and imaginatively in therapeutic sessions individually and in group sessions.
- Maintain high professional standards of conduct, performance and ethics, complying at all times with Cruse policy and standards.
- Ensure all relevant child protection legislation and Cruse IOM policies are adhered to.
- Deliver presentations and PHSE lessons to Island schools to educate children and young people on bereavement and work of Cruse.
- Any other duties commensurate with the scope of this post, which may from time to time be required.