



## Job Description

<b>Title:</b>	Specialist Bereavement Practitioner (Children and young people) - Medway
<b>Reporting to:</b>	Bereavement Service Manager
<b>Location:</b>	Home based with travel in Medway
<b>Hours per week:</b>	30 hours per week (job share could be considered)
<b>Salary Level:</b>	£28,000 - £30,000 per annum FTE

The Medway Therapeutic Alliance, led by North Kent Mind, will start on 1<sup>st</sup> April 2026. This service will support young people who have mild to moderate mental health and emotional wellbeing needs, by providing evidence-based interventions through groups, 1-1 support, and workshops. This is an exciting opportunity to transform mental health and emotional wellbeing services for Children and Young People in Medway. As part of the Medway Therapeutic Alliance, CHUMS will provide a service delivering specialist bereavement support for children, young people and young adults, who are residents of Medway. We are seeking to recruit a specialist bereavement practitioner to be part of an established Kent & Medway team supporting CYP/YAs affected by grief and loss.

### **JOB PURPOSE:**

The Specialist Bereavement Practitioner will support children, young people, young adults (CYP/YA's) up to 25 years and their families who have been bereaved. They will offer a range of evidence-based interventions to support the specialist needs of children and young people who are experiencing grief and impacted by bereavement. The post holder will be a source of advice and support for professionals across Medway.

### **DUTIES AND RESPONSIBILITIES**

#### **Communication and Relationships:**

- Manage own caseload
- Work within the team to develop positive relationships with volunteers and those on placement and within the wider organisation
- Provide holistic, family, group, and individual bereavement support

- Aid communication in the family and share and develop strategies to manage the impact of grief and loss
- To provide a needs led service, undertake risk and clinical assessment, and offer individual support to help CYP/YAs understand their thoughts and feelings, share their story, and develop strategies for coping
- Record clinical notes on the PCMIS database within 24 hours of intervention
- Escalate any safeguarding concerns following CHUMS procedures
- To provide advice and support to professionals, increasing confidence and a knowledge of how to support bereaved CYP and YA's
- Promote the work of the service across Medway.
- Assist in the organisation and delivery of bereavement workshop programmes and events for children/young people and their parents/carers and young adults
- Attend drop ins and be available to offer advice and support
- Proactively participate in, development and evaluation of the service.
- Develop bereavement resources
- Support and work with CONNECT service user participation group
- Deliver training on loss and grief to professionals
- Work collaboratively with other key stakeholders
- Involve other professionals, community support groups in grief support
- Undertake appropriate CPD and keep updated with advancements in the field of bereavement
- Ensure Making Every Contact Count (MECC) is embedded across the service

#### **Key relationships:**

Clinical Director	Accountable to
Bereavement Manager	Line managed by
Volunteers	Works with and supports
Placements	Works with and supports
CONNECT SUPG	Liaise with
CAMHS	Liaise with
Childhood Bereavement Network (CBN)	Liaise with
Schools/ colleges	Liaise with
Key stakeholders	Liaise with
CYP and families	Ensures best practice for clinical delivery

#### **Analytical and Judgemental:**

- Required to understand complex facts of situations with children/young people and their families which require a comparison of a range of options.
- Undertake initial assessment of children's and families needs which may include multiple and complex issues.
- To provide appropriate information to families and professionals about the needs of bereaved children and young people.
- To be aware of referral pathways for other appropriate services

#### **Planning and Organisation:**

- Manage own caseload.
- Assist in the co-ordination and facilitation of workshops for children, young people, and their families.

- Plan, develop and facilitate ongoing support in the form of parent's groups and/or, drop in facilities.
- To assist with the formulation of plans for service development in conjunction with the Service Manager and other members of the child bereavement team.
- Completion of Routine Outcome Measures

### **Physical:**

- Combination of sitting, standing, walking, frequently in a restricted position.
- Regular travel across the county.
- Frequent lifting of resources.
- Keyboard skills.
- Assessment tools.

### **Patient and Client Care:**

- Develop and deliver therapeutic care interventions to children, young people, and their families.
- Provide specialist advice to families and other professionals.

### **Policy and Service:**

- Follows policies in own role.
- Implements policies and proposes changes to practice and procedures for own area of working and works in conjunction with the CHUMS team to develop practice for the wider service.

### **Financial and Physical Resources:**

- Personal duty of care in relation to equipment and resources.
- Careful use of all facilities used by CHUMS.

### **Information Resources:**

- Records personally generated information and updates case notes on service database within 24 hours.
- Writes reports in relation to the needs of individual children and young people to other agencies where appropriate.

### **Research and Development:**

- Contributes to regular audit/ evaluation and analysis of clinical activity in relation to own work and CHUMS.

### **Freedom to Act:**

- Works independently with families and volunteers within policies and codes of conduct.
- Has autonomy to manage own caseload

### **ADDITIONAL INFORMATION:**

**Mental Effort:**

- Frequent intense concentration
- In-depth proactive mental attention for assessment and during interventions offered to children and young people
- Intense concentration for facilitating groups for children, young people, and parent/carers

**Emotional Effort:**

- Frequent highly distressing or emotional circumstances in supporting children/young people and their families.
- Frequent dealing with multiple complex issues.

**Working Conditions:**

- Occasional/frequent emotional distressing situations
- Occasional/ frequent risk of physical/ verbal aggression.

**GENERAL TERMS AND CONDITIONS****Variation**

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

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Equal Opportunity**

All employees must comply with CHUMS Social Enterprise Equal Opportunity Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation 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 patient and staff records and information.

## **Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**CHUMS Social Enterprise CIC**  
**PERSON SPECIFICATION**  
**Family Care Practitioner (Bereavement)**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Counselling or therapy qualification (at least level 4)</li> <li>• Training in bereavement, loss, and grief</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited member of HCPC, BACP (MBACP accredited or working towards accreditation)</li> <li>• Training in Trauma</li> <li>• Child and Adolescent counselling certificate</li> </ul>	Certificate Interview
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least two years' experience of working with bereaved CYP and families</li> <li>• Experience of developing care/support plans and taking responsibility for clients</li> <li>• Ability to record and report on data relating to case activity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a multi-disciplinary setting</li> <li>• Experience of facilitating groups</li> <li>• Experience of providing virtual support</li> </ul>	Application Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills in supporting both children/young people and adults as well as other professionals</li> <li>• Excellent computer and IT skills</li> </ul>		Interview

Requirements	Essential	Desirable	Assessed
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Empathic facilitating style with children, families and other professionals and the ability to work co-operatively for the benefit of service users.</li> <li>• Ability to cope with high workload and multiple demands on time</li> <li>• Ability to manage time effectively and prioritise workload</li> <li>• Ability to deal with highly distressing and emotive situations</li> <li>• A demonstrated commitment to service development through evaluation and audit</li> </ul>		Interview
<b>Other Requirements (eg UK driving licence, shift/weekend working, travel away from home)</b>	<ul style="list-style-type: none"> <li>• Car driver</li> <li>• Will be required to travel to visit children and families across Medway.</li> <li>• Ability to work flexible hours to meet the needs of the service</li> <li>• Flexible to work occasional weekends and evenings</li> </ul>		Interview

Candidates will only be invited for interview if they meet the essential criteria for this post. The desirable criteria will be used to shortlist where the application of the essential criteria only, produces a large number of applicants.