JOB SPECIFICATION AND DESCRIPTION

Title:	Bereavement Practitioner (Hertfordshire Suicide Bereavement Practitioner, Children and Young People Practitioner, or both combined)
Services:	Hertfordshire Suicide Bereavement Service; Bedfordshire Bereavement Service
Hours:	• Suicide Bereavement role: 2 days per week (15 hours) • Children and Young People role: 2 days per week (15 hours) • Combined post: 4 days per week (30 hours)
Pay:	Suicide Bereavement role: £28,000 per annum FTE (£11,200 for two days) Children and Young People role: £32,000 per annum FTE (£12,800 for two days) Combined post: pay based on experience
Contract:	Suicide Bereavement role: Permanent Children and Young People role: fixed term contract due to funding until August 2028
Reports to:	Suicide Bereavement role: Suicide Bereavement Manager. Children and Young People role: Bedfordshire team lead.

CHUMS is an innovative, dynamic and employee-owned Social Enterprise and charity. CHUMS left the NHS in 2011 to become, affording more freedom to offer its services in a way that best suits the needs of children, young people and families and we started with bereavement support. As an organisation we now deliver over 13 services across 4 counties.

Job Purpose

CHUMS is recruiting to two Bereavement Practitioner roles, each of two days per week: a Suicide Bereavement role within the Hertfordshire Suicide Bereavement Service, and a Children and Young People role within the Bedfordshire Bereavement Service. The roles may be held separately or, where an applicant has the relevant experience, combined as a single four-day post.

The Practitioner We Are Looking For

We are looking for warm, creative practitioners who bring a trauma-informed approach to their work, and who understand the impact of bereavement on a family, both emotionally and practically. The post holder will manage their caseload to provide responsive support and build trust quickly with people at one of the most difficult times in their lives, adapt their approach to each person's age, needs and circumstances, and recognise that grief can affect relationships, routines, school, work and finances as well as emotional wellbeing.

Suicide bereavement support and bereavement support for children and young people require different skills and experience. Applicants may therefore apply for the role that matches their experience, or for both. The post holder will be committed to providing accessible, compassionate and effective support, along with a dedication to equity, diversity and inclusion.

Suicide Bereavement Role:

As a practitioner in the CHUMS Suicide Bereavement Service, you will work as part of the committed team delivering postvention support to all ages bereaved by suicide across Hertfordshire. The role would include providing individual sessions of advice and support to adults relating to their experience of suicide bereavement and co-facilitating peer support groups for adults. In addition, you will deliver where appropriate individual and group support for children and young people bereaved by suicide.

Bereavement by suicide is often sudden and traumatic, and can bring isolation, stigma and complex questions, as well as practical demands such as contact with the police and coroner and the inquest process.

The approach is trauma-informed and person-centred. The post holder makes early contact following referral, assesses each person's needs and risk, and offers individual support sessions, peer support groups, and practical advice and advocacy.

Children and Young People Role:

As a practitioner in the CHUMS Bedfordshire Bereavement Service, you will work as part of the committed team providing bereavement support to children and young people in Bedfordshire, through after-school assessments and one-to-one sessions, and a monthly Sunday group at Wrest Park.

The approach is child-centred and trauma-informed. Children and young people grieve in different ways according to their age and development, and their grief is closely linked to how their family is coping. The post holder works with children, young people and their families, uses creative approaches to help children express and make sense of their grief, and helps families to understand and respond to their child's grief. The monthly group gives children the opportunity to meet others who have been bereaved, reducing their sense of isolation.

Combined Post

In the combined post, the post holder will be a member of both teams, bringing an understanding of bereavement across the whole family, from adults bereaved by suicide to bereaved children and young people.

Working Pattern

- **Suicide Bereavement role:** to cover Wednesdays and/or a Monday or Thursday with one evening a month.
- **Children and Young People role:** after school, across the week. One Sunday per month is worked at Wrest Park, in place of one weekday that week. During school holidays, appointments may also take place during the day.
- **Combined post:** combining the two roles provides the most flexibility, as the Suicide Bereavement days and the after-school Children and Young People appointments can be arranged across the same week. The working pattern will be agreed with both services.

Main Duties and Responsibilities	
Suicide Bereavement role (Hertfordshire Suicide Bereavement Service)	• Provide postvention support to people of all ages bereaved by suicide • Make initial telephone contact with those referred within 72 hours of referral; • Assess the needs of those affected by a suicide death, which may include multiple and complex issues, offer practical solutions and advice, and assess risk; • Offer individual support sessions by telephone, online or occasionally face to face support in the community or their home, facilitating conversations about bereavement by suicide and reducing feelings of isolation and stigma; • Facilitate peer support groups for adults and, where appropriate, for children and young people; • Communicate and work collaboratively with other agencies, such as the coroner, police, schools and GPs, including supporting the bereaved through legal proceedings such as inquests; • Provide practical advice, information and signposting to organisations that can meet practical needs following a death, and refer to other services where appropriate; • To provide appropriate information to professionals about the needs of the service user • To be aware of referral pathways for other appropriate services • Promote the service through presentations to other professionals and services;
Children and Young People role (Bedfordshire Bereavement Service)	• Undertake assessments of bereaved children and young people after school • Deliver one-to-one bereavement support sessions for children and young people after school • Plan and deliver a monthly Sunday group for bereaved children and young people at Wrest Park, worked in place of one weekday that week; • Offer appointments during the day in school holidays, where required.

All roles	• Undertake initial assessment of service user needs which may include multiple and complex issues • Ability to monitor service user wellbeing/mental health • Assist in the co-ordination and facilitation of group work. • Keep accurate, confidential records of all clinical activity in line with service protocols; • Undertake accurate assessment of risk, follow safeguarding policies and raise concerns promptly; • Complete all requirements relating to data collection within the service; • Attend team meetings, supervision and training; • Operate at all times from an inclusive values base, which recognises and respects diversity. • Completion of appropriate routine outcome measures
Combined post	• Work to the agreed working pattern across both services, recording time against each service; • Attend team meetings, supervision and training in both services; • Take part in regular reviews with both team leads.

Professional	• Maintain standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BACP, UKCP), and keep up to date with professional best practice recommendations and guidelines; • Demonstrate a dedication to safeguarding vulnerable individuals, including children, young people and adults at risk, maintaining up-to-date knowledge of safeguarding legislation, policy and procedures, completing safeguarding training at the level required for the role, and recognising, recording and escalating concerns promptly; • Ensure that client confidentiality is protected at all times and comply with data management systems and processes; • Ensure clear professional objectives are identified, discussed and reviewed on a regular basis as part of continuing professional development; • Attend clinical and managerial supervision on a regular basis as agreed with the line manager; • Records personally generated information and updates case notes on CHUMS database within 24 hours. • Participate in individual performance review and respond to agreed objectives; • Keep up to date all records in relation to Continuous Professional Development; • Contributes to regular audit/ evaluation and analysis of clinical activity in relation to own work and CHUMS. • Manage own caseload • Behave in a professional manner at all times.
General	• Contribute to the development of best practice within the service; • Maintain up-to-date knowledge of legislation, national and local policies and procedures relevant to bereavement support for children, young people and adults; • 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. • All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the general public; • All employees have a responsibility and a legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the UK GDPR and Security and Confidentiality Policies;

	• It is the responsibility of all staff that they do not abuse their official position for personal gain, or to seek advantage of further private business or other interests in the course of their official duties; • Provide hybrid support, i.e. virtual and face to face, based on the needs of the service user. • Combination of sitting, standing, walking, frequently in a restricted position. • Regular travel across the county. Willing and able to travel beyond CHUMS base to meet the needs of the service. • Frequent lifting of resources. • Keyboard skills. • Assessment tools.

This job description is an outline of the key tasks and responsibilities of the post, and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of CHUMS and its services, as well as the personal development of the post holder.

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.

Person Specification

E = essential, D = desirable, – = not required. Applicants are assessed against the column for each role they apply for. Applicants for the combined post must meet the essential criteria in both columns, and the additional criteria below.

Area	Criteria	Suicide Bereavement role	CYP role
Qualifications	Health, education, social care, or counselling qualification Training in bereavement, loss, and grief	E	E
	Accredited member of relevant professional body e.g. HCPC, BACP Training in Trauma	D	E
Skills / Competencies	Ability to communicate effectively and sensitively with bereaved people and their families	E	E
	Ability to maintain accurate, confidential records	E	E
	Ability to deliver support online	E	E
	Ability to plan and run groups	D	E
	Ability to personally manage sensitive and potentially emotionally distressing caseload material	E	E
Knowledge	Knowledge and understanding of safeguarding children and adults, and how to act on concerns	E	E
	Understanding of trauma-informed practice	E	E
	Understanding of the emotional and practical impact of bereavement on a family	E	E
Experience	Experience of providing bereavement support	E	E
	Experience of supporting adults	E	–
	Experience of supporting children and young people	D	E
	Experience of supporting people bereaved by suicide	D	–
Personal Qualities / Other	A warm, empathic and creative approach to supporting bereaved people	E	E
	Lived experience of being bereaved by suicide	D	–
	Able to travel	E	E
	Able to work one Sunday per month at Wrest Park	–	E
	Full, enhanced and current satisfactory DBS disclosure for the role	E	E

Combined post only (in addition to the above)	Essential
Ability to manage time effectively across two teams and services	E