

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Child &amp; Family Therapist</b>
<b>GRADE</b>	5b
<b>HOURS OF DUTY</b>	15 hours. Flexibly agreed hours to be worked as necessary to cover the service. Some evening and weekend work will be necessary
<b>REPORTS TO</b>	Family & Individual Support Services Manager
<b>KEY RELATIONSHIPS</b>	Hospice Multidisciplinary Team; Ward and Pemberton Place, relatives including children and young people; Friends and carers; volunteers.

### JOB SUMMARY

To provide specialist and qualified therapeutic intervention to and assessment of Ward and Community care recipients children and family members

### MAIN DUTIES AND RESPONSIBILITIES

- To work with Community and ward care recipients to provide specialist therapeutic support and assessments for children and young people and supporting the family as a unit. Both pre and post bereavement.
- To support carers, relatives and significant others through direct and indirect methods.
- To be responsible for implementing a range of therapeutic interventions for individuals, carers, families, and groups, drawing upon different models, including 1-2-1 work, family work, groups and activities, such as music and art.
- To provide specialist therapeutic advice, guidance and consultation to other professionals, including schools and other associated organisations. Providing an understanding of the issues relating to children, young people and their families who are facing the death of a family member, and in respect of their bereavement processes.
- To participate in developing and delivering teaching, training and education in the specialist field of child development and bereavement, attachment and loss, family constructs, and understandings of life limiting illness from the perspective of the young person to the multidisciplinary staff teams and external agencies.
- To continue to develop own skills and knowledge through CPD by attendance at related teaching events, conferences etc.

- To attend hospice meetings as required.
- To undertake data entry onto approved IT systems of client information, taking full account of the need to balance the highest standards of confidentiality with the need for clear communication.
- To maintain the highest standards of record keeping including electronic data entry and recording, report writing in accordance with professional standards and current legislation.
- To maintain up to date knowledge of current legislation, national and local policies and issues in relation to both the specific client group and childhood bereavement.
- To ensure that an appropriate range of supportive information leaflets, referral agencies and other literature is available for individuals diagnosed individual diagnosed and families as required.
- To participate as a member of the Family & Individual Support Services team, attending team meetings and any other meetings as required.
- Any other appropriate tasks agreed with the Family & Individual Support Services Manager.
- To assist the Family & Individual Support Services Manager in the maintenance and continual development of pre and post bereavement services for children, young people and their families.
- To keep communication open with the Family & Individual support services manager
- To support volunteers and supervise children and family placement volunteers

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**PRACTICE AREA:**

- To participate as a member of the multidisciplinary team in the delivery of specialist therapeutic intervention to individuals with life limited illnesses, bereaved children and young people, friends and carers.
- To attend multidisciplinary meetings, staff meetings and departmental development meetings, where necessary.
- To sensitively share relevant individual/family care information in support of the care of individuals and their families where necessary.
- To provide 1-2-1 or family counselling to people and their children during illness and in bereavement to maintain a client case load.
- To provide where necessary any regularity or legal information in the delivery of therapeutic services to children and young people.
- To undertake risk assessments on activities and premises in relation to

supporting children and young people.

- To represent the Hospice at internal and external events, such as conferences, fund raising and awareness events and working parties.
- To monitor and evaluate services provided for children, young people and their families and provide statistical and relevant data to grant funders as per the terms of the awarded grant.

**EDUCATIONAL:**

- To participate in clinical audits, research activities and forums promoting the clinical work of the Family & Individual Support Services Team and children and family services.
- To support an environment where learning opportunities are actively encouraged supporting staff and promoting continual learning and reflective practice.
- To support Heads of Departments in the facilitation and delivery of ad-hoc reflective practice sessions to healthcare, nursing professionals and other hospice professionals from a children and family perspective.
- To participate in the Saint Francis Hospice education programme through preparation and delivery of higher education and the provision of short courses and study days.
- To provide education to students of different disciplines attending courses and seminars at the Saint Francis Hospice Education Centre.
- To participate in in-house education sessions, tutorial and supervision for trained and untrained staff and volunteers on a variety of child and young person developmental and bereavement issues, both formally and informally.
- To provide training outreach work in the community and internally on the issues of childhood development, children and bereavement, total pain, and attachment theory relating to childhood loss and trauma.
- To support the Family & Individual Support Services Manager in the recruitment and selection of children and family support volunteer and placement students.
- To promote awareness with staff and volunteers on mandatory safeguarding training for children, young people and vulnerable adults.

**PROFESSIONAL:**

- To work within given frameworks for good and best practice as defined by the Children's Bereavement Network and other professional bodies and associations to which the organisation or individual may subscribe.
- To participate in external supervision if required.
- To adhere to the policies and conditions of service of Saint Francis Hospice relating to sickness and absence, conduct, Health and Safety, Data

Protection and any others that are relevant.

- To take responsibility for own professional and personal development which will be monitored in supervision sessions through the hospice appraisal system.
- To keep up to date with the developments in the field of Psychotherapeutic and Psychosocial issues in Palliative Care.
- To have an understanding of the importance of multi-professional team-working and the ability to promote it within the organisation.
- To have an understanding and awareness of behaviours and interpersonal skills that are vital to effective team working and practice them at all times.
- To participate in Hospice professional development system and work towards achieving professional and personal objectives.

**OTHER REQUIREMENTS:**

- Some information received or supplied during the course of duty will be of a confidential nature – confidentiality is not to be breached and is a disciplinary matter.
- To ensure that all data is managed within the requirements of the Data Protection Act.
- To report any accidents/incidents or potential hazards and to work in accordance with the Hospice's Health and Safety at Work policy.

**ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with individual diagnosed, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to individual diagnosed, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

**REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26-week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice and the Board of Trustees*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

**PERSON SPECIFICATION**

**Child & Family Therapist (Children & Families)**

E = ESSENTIAL	D = DESIRABLE	
<b>Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning</b>		
	<b>E</b>	
<p><b>Supportive</b> - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone.</p> <p><b>Compassionate</b> - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure, and valued.</p> <p><b>Inclusive and Respectful</b> - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p><b>Professional</b> - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p><b>Always Learning</b> - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever-changing world around us.</p>		
<b>Education &amp; Training</b>		
Qualification and or relevant experience in working therapeutically with children e.g. qualification in Art Therapy, music, or drama therapy	<b>E</b>	
Accredited to relevant profession i.e. BACP, BPS and ability to work within BACP Code of Conduct		<b>D</b>
Teaching or other relevant professional qualification		<b>D</b>
<b>Skills/Abilities/Knowledge</b>		
Demonstrates ability to work autonomously as well as part of a team	<b>E</b>	
Demonstrates effective communication skills with: - children, young people, and families - adults and elderly people - colleagues	<b>E</b>	
Excellent communication skills – both written and verbal with the ability to communicate complex highly sensitive information to a variety of audiences	<b>E</b>	
Is able to promote and facilitate communication within the multidisciplinary team	<b>E</b>	
Demonstrates ability to work innovatively with children and families	<b>E</b>	
Demonstrates insight into own stressors and coping mechanisms	<b>E</b>	
Has understanding of childcare legislation inc. Child Protection Policies and Procedures	<b>E</b>	

Has awareness of childhood bereavement issues	E	
Demonstrates the ability to teach others		D
Is able to identify areas of practice for development		D
<b>Experience</b>		
Has experience of team working	E	
Has experience of working with multi-professional teams	E	
Has experience of working with children, young people and families	E	
Has experience of working therapeutically children and young people	E	
<b>Other requirements</b>		
Ability to travel efficiently and effectively to various locations within the hospice catchment area	E	