**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title:** | **Support Worker** |
| **Salary** | Depends on experience and qualifications. |
| **Hours** | 21 hours working 3 days a week.  Time: 9.30am – 5pm  12-month contract with 3 months’ probation  All hours will be onsite in Limerick. |
| **Location** | Children’s Grief Centre  Mount St Vincent, O’Connell Avenue, Limerick.  Tel 061 224 627 or 087 985 1733  The Children’s Grief Centre Company Limited by Guarantee is a registered Company. CHY  22832               RCN  20205877 |
| **Reports to** | CEO |

**Job Summary**

Working as part of a growing team of staff and volunteers, you will be providing support to children and young people, who have suffered a loss through bereavement or separation/divorce.

The work is Centre based and includes the following responsibilities.

**Core Responsibilities**

* Foster a safe and welcoming atmosphere for children to express their feelings and emotions
* To provide effective support to the children, young people and families in the Mid-West region affected by loss through death, separation and divorce.
* To support children and young people on a one-to-one basis.
* Maintain open communication with families to address their specific needs and concerns.
* To positively promote the service to other agencies and funding providers.
* To produce and maintain relevant client and service statistics in addition to maintaining expenses and all other organisational records as required.
* To provide relevant service reports as required.

**Practice Responsibilities**

* To be responsible for the provision of a support service for children, young people and families.
* To engage flexibly with children and their carers, to promote constructive working relationships.
* To ensure all safeguarding training is relevant and up to date.
* To liaise effectively with other agencies, to promote and develop the service.

**Organisational**

* To positively engage with line management.
* To maintain open communication with colleagues and provide information within the time and format required.

**Administration**

* Maintain accurate and confidential records and provide statistical returns as required.
* To maintain confidentiality for and with clients (individual and organisational).

**General**

The post holder will be required to: -

* Co-operate fully with the implementation of Health and Safety arrangements/ standards.
* Adhere to all of Children’s Grief Centre’s policies and codes of conduct.
* Take responsibility for his or her professional development including attending monthly client supervision provided by the Centre.
* Engage in performance appraisal to maximise your potential and meet the demands of the post.

**Personal Attributes**

* Committed to delivering a quality service to young people and their families
* Empathy and compassion
* Patience to allow a child to open up and heal
* Active Listening skills allowing children the space to express their thoughts and emotions
* Flexibility to adapt to different situations