



Springhill Hospice (Rochdale) JOB DESCRIPTION

Job Title:	BEREAVEMENT COUNSELLOR
Responsible to:	Psychological & Supportive Care Manager
Accountable to:	Director of Clinical Services
Hours	30 hours per week
Grade:	Band 5b, pts 18 - 23

POST SUMMARY

To provide a Bereavement Counselling and Psychological Support Service to the adult population of Rochdale, Heywood & Middleton.

To Co-ordinate & oversee the Bereavement Support Groups.

To train and mentor volunteer Bereavement Community Group volunteers.

The post holder will work within the procedures, protocols and guidelines for the Hospice and adhere to the BACP Ethical Framework for Counselling Professionals.

The post holder will plan and organise their work schedule and tasks, having managerial and clerical supervision as the role demands.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

- To take the lead for the Bereavement Service Community Support Groups.
- To carry out initial assessments of clients presenting with multiple and complex bereavement & psychological issues and deliver specialist counselling.
- To provide a counselling service to clients referred for psychological support in illness, dying and bereavement.
- To manage bereavement work caseload including complex and demanding cases.
- To work with patients who have moderate to severe mental health issues
- To provide anticipatory and post bereavement support for patients and their loved ones
- Co-ordinate, update & triage bereavement counselling waiting list
- To plan and organise own work schedule and tasks
- Work as independent lone worker carrying out domiciliary visits for housebound clients.
- To contribute to the work of the multi-disciplinary clinical team, ensuring safe and effective psychological and emotional support for the client and his/her family
- As a member of the clinical team, establish and develop close, collaborative working relationships, both within the Hospice and with the wider multi-disciplinary/multi agency team
- To undertake continual risk assessment and risk management for all referred clients.
- To mentor student counsellors on placements.

Professional

- To be eligible for or working towards Accreditation
- To maintain accreditation and registered membership of BACP and further develop professional practice by undertaking annual requirement of 30 hrs Continuing Professional Development
- Receive monthly clinical supervision of 1 ½ hrs as required by BACP.
- Ensure the maintenance of high standards of practice according to the policies of the Hospice and the professional and accrediting body (BACP) and operate within the Ethical Framework for Counselling Professions.
- Maintain up to date knowledge of national and local guidance in mental health and the psychological therapies.
- To attend and/or facilitate in house CPD sessions.
- To attend and/or facilitate in house Peer Supervision sessions.
- Ensure clear professional objectives are identified through regular appraisals and pursue a personal development plan.
- Attend relevant workshops and conferences in line with identified objectives

Policy Service and Development

- To take responsibility for some area of practice within the service
- To liaise with other NHS professionals and colleagues working in psychological therapies and liaise with other community professionals
- To participate in any other activities as agreed with Service Managers
- In line with quality monitoring and governance, and with support and supervision from line manager, to continually evaluate policy, procedure and documentation relating to the role, through relevant sub-committees and governance groups.

Information, Technology and Resources

- To maintain adequate records of clinical work. Complete electronic patient information system (I Care) in order to provide statistical information as required to assist in the evaluation of the service
- Provide letters and written reports to referrers as required.
- Be a source of relevant information for patients and staff and to be involved in the production of information material as required.

EDUCATION

- To ensure attendance at all mandatory training and development sessions required by Springhill Hospice
- To maintain training and continued professional development (minimum 30hrs CPD per annum).
- To contribute to the training and development of other staff within the hospice and support for students on placement
- To take responsibility for identifying own personal and professional development requirements and communicating these to the line manager.
- To maintain an active role in self development and continuing education by attending planned educational sessions and development training.
- Deliver training and updates as required

PERSONNEL

- To read, understand and comply with all Hospice policies and procedures, applying the principles as appropriate to role.
- To be aware of individual specific responsibilities in respect of the Safeguarding of Vulnerable Adults, in relation to role.
- Attendance at service meetings as required both within the Hospice and externally and as agreed with Line Manager
- To attend, and participate in, all relevant meetings, both within the Hospice, and externally, as appropriate and as agreed with line manager
- To ensure continued support and encouragement to colleagues within the clinical team and the wider Hospice team at all times
- To undertake, on occasions, such duties and responsibilities of a reasonable nature, which may be delegated by the Clinical Services Manager

Springhill Hospice is a registered Charity and all employees are expected to participate in fundraising activities.

Springhill Hospice is an equal opportunities employer and has a No Smoking Policy.

Some posts are subject to a Disclosure & Barring check.

For Internal Use Only

The contents of this Job Description have been discussed and agreed with my Line Manager

Signature of Postholder: _____ *Date:* _____

Signature of Line Manager: _____ *Date:* _____