

JOB SPECIFICATION

Post Ref: PR125

Job Title: Bereavement Practitioner

Line Manager: Team Leader

Salary Scale: SCP23 £32,076 (Actual for 21hrs £19,246)

Location: Leeds City Centre

Hours: 21 per week

Main responsibilities and duties:

- 1 Using counselling skills to provide one-to-one support to bereaved carers. This work will take place in the bereaved carer's home, at our city centre offices, by phone or Zoom, or at other venues across Leeds, such as GPs or healthcare settings.
- 2 To provide basic information and to signpost bereaved carers on practical matters such as benefits advice, employment and housing issues.
- 3 To facilitate and develop therapeutic groups for bereaved carers, some in partnership with external agencies.
- 4 To encourage bereaved carers to make links with other services to provide longer term support.
- 5 To ensure that a range of digital provision for communicating with bereaved carers is provided, such as by text, email, What's App and Zoom.
- 6 To be responsible for producing and updating publicity material via the website and promotional leaflets.
- 7 To ensure that the service is well marketed, through meeting up with other organisations in Leeds relevant to bereaved carers.
- 8 To build and maintain networks with other bereavement organisations in Leeds.
- 9 To carry out the duties of the post with due regard to the organisation's policies, particularly the Equality and Diversity Policy and the Safeguarding Policies. The post-holder will need to be aware of safeguarding issues for children and adults with care needs and to implement our policies appropriately.
- 10 To ensure the activities are carried out with due regard to the needs of bereaved carers across Leeds, including identifying hidden carers and those from ethnic minority communities.
- 11 To work with Carers Leeds staff and other external organisations to encourage appropriate referrals.
- 12 To support Carers Leeds staff around issues faced by bereaved carers.

Core Values & Behaviours:

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

These values and Behaviours are continually reinforced from induction through supervision and team meetings.

- **Integrity** – we are honest, fair and speak up
- **Accountability** – we do what we say we will and take responsibility for our actions
- **Inclusion** – we value differences and take action to reduce exclusion
- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation
- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

Respect for service user Confidentiality

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role

This post is subject to a satisfactory DBS check

There will be a need to work in a flexible manner in order to meet the needs of bereaved carers. This may entail some working outside regular office hours including weekends.

Person Specification

Applicants for this role should use your application form to show that you meet all of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this, or are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for this post.

	Knowledge and Understanding	Essential/ Desirable	How identified Application / Interview
1	A clear understanding of the issues affecting bereaved carers and their support needs.	E	A/I
2	At least two years' experience of providing one to one bereavement support.	E	A
3	At least two years' experience of working within the advice/information field	D	A/I
4	Understanding of the needs of bereaved carers and of the issues around access /barriers to services faced by some members of the community	E	A/I
	Demonstration of a commitment to equality and diversity	E	I
	Understanding of Safeguarding principles	E	I
	Understanding of the ethos of the voluntary and community sector	D	I
	Skills and Competency		
5	Experience of report writing and record keeping	D	A/I
6	Excellent verbal, listening and written communication skills	E	A/I
7	Strong level of IT skills and experience of using a database	E	A
8	Proven teamwork skills as well as ability to work on one's own	E	A/I
11	Experience of/ability to facilitate support groups	E	A/I
	Behaviour and Personal Attributes		
12	Can demonstrate the behaviours which align to Leeds Carers values.	E	A/I
13	Ability to demonstrate confidentiality	E	A



If you have any questions regarding the role then please contact Tom Harris :
tom.harris@carersleeds.org.uk or 0779 266 2396