



DRAFT- Job description and Person Specification

Job title:	Children, Young People and Families Practitioner
Pay scale/Banding:	£21, 909- £30, 357 Equivalent to NHS AFC Band 5/Band 6
Contract type:	Permanent (following successful completion of 6 month probationary period)
Working hours:	Flexible to include evenings and weekend working
Base:	Jeremiah's Journey Offices, Plymouth and as required within various community settings
Responsible to:	Interim Project Consultant (subject to change with pending organisational structure review)
Accountable to:	Jeremiah's Journey Board of Trustees

Job Purpose

- To actively participate as a member of Jeremiah's Journey Core Clinical team to undertake work with professionals and families in relation to terminal illness and bereavement
- To undertake holistic assessments of children, young people and family's needs and formulate a suitable care plan
- To offer a range of interventions for children, young people and their families which are right for individually identified needs and monitor the impact
- To work autonomously within the community and manage own caseload
- To contribute to the delivery and be a lead facilitator for Jeremiah's Journey group programmes
- To contribute to the support for Jeremiah's Journey volunteers
- To offer advice and consultation to families and professionals as requested (by phone or face to face)
- To support the development and delivery of Jeremiah's Journey training programme
- To identify and manage risks within the charity as part of the team at Jeremiah's Journey
- To work flexibly, as required, to meet the needs of the charity which includes evening and weekend working on a regular basis

Job description

1.	Clinical	
a.	To assess the needs of children, young people and their families and formulate a care plan to address identified needs	
b.	To provide direct support to children, young people and their families using the best available evidence to inform practice and evaluate the impact of interventions	
c.	To offer advice and consultation to a variety of professionals working with children, young people and their families	
d.	To offer advice to children, young people and their families	
e.	To develop and facilitate Jeremiah's Journey group programmes offered to children, young people and their families	
f.	To make accurate records of clinical work undertaken in line with organisational policy and utilise Routine Outcome Monitoring (ROM) tools to record impact of interventions	
2.	Education and training	
a.	To contribute to the development and delivery of Jeremiah's Journey training programmes aimed at professionals and volunteers working with children, young people and their families	
b.	To contribute to the development and delivery of Jeremiah's Journey training programmes aimed at children, young people and their families	
c.	To ensure that all training delivered on behalf of Jeremiah's Journey is quality assured/informed by best evidence available and evaluated post delivery	
3.	Networking and liaison	
a.	To attend and participate in Jeremiah's Journey events and fundraising activities (as agreed with line manager in advance)	
b.	To liaise with a range of professionals to support the clinical work and fundraising activities of Jeremiah's Journey	
c.	To act as an advocate and ambassador of Jeremiah's Journey	
4.	Participation	
a.	To actively promote and encourage children, young people and their families, contributions into service developments	
b.	To promote and encourage children, young people and their families/stakeholders to feedback on their experience of working with Jeremiah's Journey and share this feedback with Jeremiah's Journey team, supporting any changes required	
5.	Research and development	
a.	To write and present regular reports containing up to date information about demand and capacity/activity/outputs of the charity	
b.	To maintain awareness and understanding of up to date research and development relevant to clinical practice/undertake and present audits	
6.	Governance	
a.	To understand and adhere to all organisational and relevant regional/national policies & procedures at all times	
b.	To undertake training identified by Jeremiah's Journey and complete continuing professional development programme in order to maintain registration with relevant governing body	

Job specification

1.	Qualifications	Essential	Desirable
a.	Professional qualification governed by a registerable body such as NMC, HCPC	x	
b.	Post graduate certificate in a therapeutic modality		x
c.	Mentorship qualification		x
2.	Knowledge and skills	Essential	Desirable
a.	Good understanding of child development	x	
b.	Knowledge of bereavement and grief in children, young people and their families	x	
c.	Excellent communication skills	x	
d.	Good assessment skills	x	
e.	Good understanding of a range of evidence based therapeutic models and interventions for working with children, young people and their families	x	
f.	Good computer skills	x	
g.	Effective organisational skills and knowledge of resource allocation/prioritisation and evaluation	x	
h.	Good awareness of risks in practice and how to manage these at an individual, team and organisational level	x	
i.	Awareness of the importance of audit, research and evaluation		x
3.	Experience	Essential	Desirable
a.	Minimum of 3 years post qualification experience working with children, young people and their families	x	
b.	Previously worked autonomously and managed own time/caseload effectively	x	
c.	Experience of supporting the management of emotions and distress within families	x	
d.	Experience of supporting colleagues to manage work with emotional and distressed families	x	
e.	Experience of providing clinical supervision and/or line management of staff/volunteers		x
f.	Experience of designing and delivering group work programmes	x	
g.	Previously worked with a variety of agencies/disciplines within a community setting	x	
h.	Experience of developing and delivering training programmes	x	
4.	Values and personal attributes	Essential	Desirable
a.	Reliable and flexible approach to work	x	
b.	Energetic and enthusiastic	x	
c.	Committed to support the charity service development plan and able to adhere to organisation policies	x	
d.	Honest and willingness to undertake a support/challenge role within the team	x	
e.	Ability to adapt to the changing needs of the charity work as required	x	

Governance

The post holder must adhere to all current and updated policies of Jeremiah's Journey.

Data protection: All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

Registered professionals: All staff who are members of a professional body must comply with standards of professional practice/conduct. It is a post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk management/Health & Safety: The post holder has a responsibility to themselves and others in relation to managing risk, health & safety. All staff are required to adhere to the organisational policies and procedures.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees/volunteers, service-users and visitors.

All staff have the responsibility to access staff support/discuss with their line manager in times of need and advice.

All staff must report accidents, incidents and near misses so that the organisation can learn from them and improve safety.

Safeguarding Children & Vulnerable Adults Responsibility: Jeremiah's Journey is committed to safeguarding and promoting the welfare of children, young people and adults. All staff are expected to share this commitment and follow the agreed policies and procedures.

Employee signature..... Manager signature.....

Print..... Print.....

Date..... Date.....

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