



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Support Worker Children's Grief Centre CLG
Salary	Salary depends on experience and qualifications.
Hours	21 hr contract or 28 hr contract Time: 9.30am – 5pm 12-month contract with 3 months' probation
Location	Children's Grief Centre CLG Mount St Vincent, O Connell Avenue, Limerick. Tel 061 224 627 or 087 985 1733 All hours will be onsite in Limerick. 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.

1. Core Responsibilities

- To provide effective support to the children, young people and families affected by loss through death, separation and divorce.
- To support children and young people on a one-to-one basis.
- To ensure all safeguarding training is relevant and up to date.



- 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.

2. Practice Responsibilities

- To be responsible for the provision of a support service for children and young people and families.
- To engage flexibly with children and their carers, to promote constructive working relationships.
- To liaise effectively with other agencies, to promote and develop the service.

3. Organisational

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

4. Administration

- To maintain records and provide statistical returns as required.
- To maintain confidentiality for and with clients (individual and organisational).

5. General

- 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. You are also required to undergo performance appraisal to maximise your potential and meet the demands of the post.



Essential Criteria

1. Relevant professional qualification (Counselling/Psychotherapy/Play Therapy/Social Care/Social Work).
2. Minimum 5 years' experience of direct work with Children and Young People using above relevant qualification.
3. Available to work required hours.
4. Ability to maintain a high degree of professionalism in the face of highly emotive and distressing problems.
5. Ability to communicate effectively at both written and oral level.
6. Competent working knowledge of computers/IT technology.

If you meet the essential criteria, please send your cv and cover letter to maireadokeeffe@childrensgriefcentre.ie by 12pm Friday 17th May 2024.