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| **Employee Specification – Bereavement Service Coordinator** |  |

St Gemma’s Hospice is an equal opportunities employer and endeavors to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the Personnel policies and procedures supporting recruitment and selection.

| **Attributes** | **Essential** | **Desirable** | **How identified**  **Interview = I**  **Application form = A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Delivering individual bereavement counselling and therapeutic support | ✓ |  | A /I |
| Delivering therapeutic group work |  | ✓ | A /I |
| Working in a multi-disciplinary setting and with external agencies |  | ✓ | A /I |
| Working in a health/social care setting |  | ✓ | A /I |
| Working in a community setting |  | ✓ | A /I |
| Experience of supervision of students, staff or volunteers | ✓ |  | A /I |
| Experience of delivering training to others | ✓ |  | A /I |
| Experience of audit and evaluation |  | ✓ | A/I |
| **Knowledge** |  |  |  |
| Awareness of current issues in palliative care |  | ✓ | A /I |
| Awareness of theories relating to loss and bereavement | ✓ |  | A /I |
| **Qualifications/Training** |  |  |  |
| Diploma in Counselling and professional membership of a suitable regulatory body such as BACP or UKCP or equivalent | ✓ |  | A |
| Commitment to continual professional development | ✓ |  | A |
| **Skills/Abilities** |  |  |  |
| Ability to manage own caseload | ✓ |  | A / I |
| Excellent communication skills written/verbal | ✓ |  | A / I |
| Excellent negotiation and problem solving skills | ✓ |  | A / I |
| Good organisational abilities | ✓ |  | A / I |
| IT literate with skills in Word, Excel and Powerpoint | ✓ |  | A |
| Project management experience |  | ✓ |  |
| **Personal Attributes** |  |  |  |
| Ability to form professional relationships with multi-disciplinary team/other professionals/agencies | ✓ |  | I |
| Excellent interpersonal skills | ✓ |  | I |
| Able to work under pressure and to deadlines | ✓ |  | A / I |
| Ability to be flexible in hours worked when necessary to include evenings and weekends | ✓ |  | A / I |
| Ability and confidence speaking in groups | ✓ |  | A / I |
| Ability to work autonomously and independently in a variety of settings | ✓ |  | A / I |
| Ability to be creative to enhance and expand existing services | ✓ |  | A / I |
| Flexible attitude and approach | ✓ |  | I |
| Able to reflect on own practice | ✓ |  | A / I |