



## **Job Description & Person Specification**

### **Job Title**

Support Worker

### **Salary**

€27.08 per hour

### **Hours Vacancies available**

Working hours: 9:30 am – 5:00 pm over 3 days Contract: 3 Year Fixed Term Contract

### **Holiday entitlement:**

23 days per annum pro rata

### **Location**

Children's Grief Centre, Mount St. Vincent O'Connell Avenue Limerick

Tel: 061 224 627 / 087 985 1733

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, you will provide support to children and young people who have experienced loss through bereavement or separation/divorce.

### **Core Responsibilities**

- Foster a safe and welcoming atmosphere for children to express their feelings and emotions
- Provide effective support to children, young people, and families in the Mid-West region affected by loss through death, separation, or divorce
- Support children and young people on a one-to-one basis
- Maintain open communication with families to address their specific needs and concerns
- Positively promote the service to other agencies and funding providers
- Produce and maintain relevant client and service statistics, as well as expenses and other organisational records as required
- Provide relevant service reports as required

### **Practice Responsibilities**

- Be responsible for the provision of a support service for children, young people, and families
- Engage flexibly with children and their carers to promote constructive working relationships
- Ensure all safeguarding training is relevant and up to date
- Liaise effectively with other agencies to promote and develop the service

### **Organisational Responsibilities**

- Positively engage with line management
- Maintain open communication with colleagues and provide information in a timely and appropriate format Administration
- Maintain accurate and confidential records and provide statistical returns as required
- Maintain confidentiality for and with clients (both individual and organisational)

### **General Responsibilities**

The post holder will be required to:

- Co-operate fully with the implementation of Health and Safety arrangements and standards
- Adhere to all Children's Grief Centre policies and codes of conduct
- Take responsibility for their professional development, including attending monthly client supervision provided by the Centre
- Engage in performance appraisal to maximise potential and meet the demands of the role

### **Person Specification Personal Attributes**

- Commitment to delivering a high-quality service to young people and their families
- Empathy and compassion
- Patience to allow a child time to open up and heal
- Strong active listening skills, allowing children space to express their thoughts and emotions
- Flexibility to adapt to different situations