

JOB DESCRIPTION

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a significant other. We deliver both local and national bereavement services, including a national helpline and online service.

JOB TITLE:	PLACEMENT MANAGER
SALARY:	£30,000 pro rata
LOCATION/BASE:	Grief Encounter Office, Mill Hill, London
CONTRACTED HOURS:	Part Time – 1- 2 days per week
RESPONSIBLE TO:	Clinical Counselling Manager
ACCOUNTABLE TO:	Clinical Services Director

JOB SUMMARY

The post holder will take responsibility for the planning and management of the Grief Encounter trainee placement programme including recruitment, supervision and reporting.

They will liaise with the Grief Encounter counselling manager, lead practitioners/assessors to ensure the smooth integration of trainees into the GE 1 to 1 services.

In certain instances, they may be required to liaise with families, schools and other organisations in relation to one to one counselling. This includes supporting trainees with complex cases. They will work with the intake and assessment team to ensure the efficient and appropriate management of referrals to trainees.

They will work with the Safeguarding Leads to ensure appropriate safeguarding guidance is in place for trainees and they understand their safeguarding responsibilities.

The post holder must be respectful, non-judgmental and empathic towards clients and colleagues. They will have respect for confidentiality and boundaries, have a sense of responsibility and commitment to organisational excellence. They will need to be clear thinking and forward looking, creative and enthusiastic with a flexible attitude to work and will have integrity, honesty and professionalism.

MAIN DUTIES & RESPONSIBILITIES

Recruitment:

- Liaise and build relationships with appropriate training institutions
- Manage recruitment process upholding GE recruitment and HR policies and procedures including adherence to GE's commitment to equality of opportunity.
- Plan and deliver full trainee induction and ensure that compulsory trainings are attended

Ongoing Management:

- Manage a cohort of 12-14 trainees on placement with Grief Encounter
- Offer monthly group meetings to cover procedures and administration
- Ensure all trainees understand safeguarding requirements and procedures
- Ensure that all practitioners adhere to Grief Encounter's policies and procedures and operate according to the values of the organisation.
- Complete relevant feedback and placement paperwork required by training institutions.
- Review and keep updated the Grief Encounter Placement Induction Manual
- Support and develop trainees to enhance their levels of competency, expand their experience and build engagement with GE. Including supporting trainees to be involved with other GE services such as groups and workshops
- Support trainees with general queries, personal/health issues, and references as required

Oversight of Case Management:

- Provide supervision monthly (or as appropriate) to trainees
- Manage trainee caseloads, including monitoring complex cases, extended client work and DNA's
- Liaise with clinical intake team to manage and monitor appropriate referrals.
- Provide support, advice and expertise to all practitioners on safeguarding matters including risk assessments covering safeguarding incidents.
- Ensure trainees submit required paperwork accurately and in a timely way including client logs, case notes and ending documents
- Ensure that trainees operate at their level of competency and take effective steps to deal with underperformance

PERSON SPECIFICATION

Experience and Qualifications

Essential:

- Recognised relevant professional qualification, for example post graduate diploma/degree in counselling.
- Recognised supervision qualification
- Registered with BACP, UKCP, HCPC or equivalent
- Knowledge and experience of counselling practice and working with children, young people

Advantageous:

- Management experience in a similar environment
- Experience of monitoring, budgeting, planning and reporting.
- Experience of working within a similar clinical services agency
- Experience of working in the child bereavement world.
- Experience working within a growing organisation

Skills

- Good IT skills, including Office 365, Microsoft Outlook, Word and Excel. Able to work online via Microsoft Teams and Zoom
- Excellent interpersonal and communication skills, both oral and written.
- Ability to work within a team. Excellent organisational and time management skills with the ability to manage a demanding administrative workload
- Ability to support staff and confront poor performance when appropriate

To Apply:

**Please submit your application (including a CV and Covering Letter/Supporting Statement) to Jay Stewart and Liz Dempsey: jay@griefencounter.org.uk
liz@griefencounter.org.uk**

Respect for equal opportunities is part of the work.

Monthly supervision and negotiated appropriate training will be provided.

The right person must be flexible and grow with the ever changing organisation, helping the organization to positively develop. They will need to be of an empathic, helping disposition, due to the charitable nature of the venture.

CONFIDENTIALITY:

Attention is drawn to the confidentiality aspects of this post. Matters of a confidential nature, including information relating to clients or staff must not under any circumstances be divulged to any unauthorised person.