**Northern Ireland Hospice**

**Job Description**

**Post:** Family Support Team Leader

**Location:** Horizon House, Newtownabbey

**Reports To:** Head of Children’s Hospice Services

**Responsible To:** Director of Care and Quality Governance

**Minimum Qualifications:**

Recognised professional social work qualification; Current registration with N.I.S.C.C. (or equivalent in England, Scotland or Wales); Minimum of four years post qualifying experience at least two of which should involve work with children with complex needs; having achieved or giving a commitment to achieve an award in social work within the NIPQ Framework; knowledge of legislation, policy, procedures and current issues for children and families

**Main Purpose**:

The Family Support Team Leader is responsible for the leadership and management of the Family Support Service within NICH. They will lead in the development and delivery of social work, family support and bereavement support services for families using NICH services. The post holder will provide professional leadership within NICH for safeguarding children and adults at risk of harm.

**Principle Duties:**

* To carry a caseload for both family support and bereavement support.
* To facilitate group based support within family support and bereavement support.
* To provide professional advice and support to colleagues in relation to complex family, social, and emotional issues.
* To hold the Designated Officer role within NICH and ensure that the appropriate knowledge, skills and training are in place within the workforce to safeguard the wellbeing of children using NICH services.
* To ensure that families using NICH services have access to a range of high quality, appropriate and accessible individual and group based supports.
* To ensure that bereaved families have access to a range of high quality, appropriate and accessible individual and group based supports.
* To ensure systems are in place to monitor all aspects of the service, identifying areas of concern, areas for potential development and areas of improvement, effectiveness and efficiency.
* To meet regularly with the Head of Children’s Hospice Services to agree and monitor all aspects of the service.
* To provide professional leadership within NICH in relation to safeguarding children and adults at risk of harm.
* To provide leadership within the family support team to ensure the highest standards of service delivery at all times and, in so doing, promote a culture of family centred care and multidisciplinary collaboration.
* To contribute to the ongoing assessment of needs of this cohort of babies, children and young people, and their families.
* To develop and maintain relationships with key agencies in order to ensure the best outcomes for families.
* To contribute to the development and maintenance of all NICH processes ensuring their relevance and appropriateness, so that children and families receive the best possible care when they need it.

**Leadership and Management**

* To contribute to the management of resource and budgetary planning ensuring the efficient and effective running of all aspects of the family support service.
* To assist the Head of Children’s Hospice Services in the development of the strategic and policy context of palliative care services for children with life limiting and life threatening conditions in Northern Ireland.
* To participate in recruitment, selection, appointment and induction of staff within the team.
* To identify and deliver training, development and support needs of staff including volunteers where appropriate.
* To ensure supervision and annual appraisal processes are in place for all staff.
* To maintain appropriate staff records.
* To ensure that staff are aware of their responsibilities to adhere to policies at all times.

**Professional Development**

* To ensure own professional development is kept up to date.
* To adhere to all NISCC and other regulatory requirements.
* Participate in the appropriate professional fora within NIH and provide professional leadership to colleagues at all times.

**This job description is not an exhaustive breakdown of duties and will need to be revised as the development and commissioning of the Northern Ireland Hospice Children’s Service proceeds.**

**PERSONNEL SPECIFICATION**

**Post:** Family Support Team Leader

**Grade:** Based on Band 7 £31,000 - £40,868 per annum

**Department:** NICH Family Support Service

**Hours:** Full Time : 37.5 hours per week

**Essential criteria**

* Recognised professional social work qualification.
* Current registration with NISCC (or equivalent in England, Scotland or Wales).
* Extensive post qualifying experience at least two of which should involve work with children with complex needs.
* Achievement of an award in social work within the NIPQ Framework or commitment to do so.
* Possession of a full current driving licence with access to a car.
* Experience of working in a multi-disciplinary health care setting.

**Desirable criteria**

* Experience of direct therapeutic work with children.
* Experience of working with children with disabilities or complex physical healthcare needs.
* Experience in providing Bereavement support
* Experience of group work.
* Experience of formal/informal teaching.
* Qualification in family therapy (or willingness to undertake).
* Practice teaching qualification/or an interest in undertaking the necessary training.