**Psychological & Emotional Support (PES) Service at Harlington Hospice**

**Job Description**

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| **Job Title** | Art Psychotherapist (Children and Young People) |
| **Reporting to** | Principal lead of Psychological & Emotional Support Services |
| **Senior Manager** | Director of Clinical Services |
| **Hours** | 22.5hrs – 30hrs. per week |
| **Salary** | £38,000 - £40,000 |

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| **1: Summary:** |
| The Child and Young Persons Art Therapist will be responsible for delivering high quality Art Therapy sessions with the PES Service at Harlington Hospice Services.  The post holder will plan and provide a program of age-appropriate therapeutic sessions for children and young people who are living with a family member affected by serious or terminal illness, the last year of life and bereavement. Art therapy sessions will take place at the Hospice, delivered remotely/online, or at school. |

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| **2: Job Summary:** |
| The post holder will:   * Develop and deliver art therapy to meet the assessed needs of all those accessing the Child and Adolescent Bereavement Service at Harlington Hospice. This will include individuals, dyadic, families, groups and whole organisation community approaches. * Ensure the highest standards of safeguarding are maintained for children and adults at risk within families in contact with our services. By responding to all concerns in a timely and appropriate manner and escalating concerns in line with Harlington Hospice policies and procedures. * Provide specialist bereavement advice, consultation, advocacy and psychoeducation as a way of promoting the wellbeing of children young people and their families within the organisation and externally. * To develop and evaluate the clinical effectiveness of the CABS service, including feedback from children, young people, and families to provide insight into the effectiveness of the service. * To contribute research and quality improvement. * To ensure art therapy images and digital material is appropriately stored to safeguard confidentiality. * To work as an autonomous practitioner and as a member of a Multidisciplinary Team, managing own caseload, and effectively manage personal calendar with therapy sessions, meetings, administration tasks and therapists breaks. * To build relationships with children and young people’s bereavement services regionally and nationally and with arts therapists within the professional body. * To supervise an Art Psychotherapist trainee |

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| **3: Clinical responsibilities:** |
| 1. Maintain professional membership with Health Care Professionals Council (HCPC) and work within guidelines of the British Association of Art Therapists/Drama Therapists (BAAT or BADT) 2. To maintain clear boundaries with clients from the beginning of the therapeutic relationship in order to establish a safe therapeutic environment. 3. To ensure record keeping, client notes and clinical illustrative records are in lines with GDPR, HCPC and Hospice policies and procedures. 4. To work in accordance with Harlington Hospice Child and Adolescent Bereavement Service model of service delivery which places the clients need at the center of the clinical work and incorporates systemic work (working with the systems around the child/Young person such as family, School, GP) into every intervention. 5. To provide and plan individual, group and family sessions for children and young people, parents/carers. 6. To safeguard children, young people and their families adhering to the Child Protection Procedures at Harlington Hospice and ‘Hillingdon Safeguarding Children Partnership’. 7. Utilise the theory of grief models, evidence-based literature and research to support evidence informed practice in all areas of clinical work. 8. Communicate, in a highly skilled, sensitive and compassionate manner, to service users, family carers and others as appropriate, information that may be distressing. 9. Ensures that the services provided are delivered in a culturally competent manner. 10. To make initial contact with parents/carer and begin a timely assessment process which includes gaining permission for participation of clients who are under 18 years old. 11. To ensure attendance at leadership supervision, organisational and agency meetings. 12. Attend monthly external clinical supervision and to ensure competence in all areas of work, reporting any areas for development to the clinical supervisor. 13. To contribute to creating a program of Art therapy group sessions during school holiday times. 14. To work with the Harlington Hospice end-of-life team to provide therapeutic interventions for selected extended families arising from assessed need to assist in preparation for as good an ‘end of life’ experience as possible. 15. To work with pre and post bereaved children and young people who are living with neurodiversity. (ASD, ADHD, additional learning needs, OCD etc.) 16. To attend relevant and mandatory training, courses, conferences and actively participate in Harlington hospice continuing professional development (CPD) 17. To attend and participate in staff performance reviews. 18. To plan and organise training and education for students and staff and be part of the induction of others re the Arts Psychotherapies. 19. To provide consultation, clinical and reflective supervision for other practitioners, therapists and students where appropriate and clinical supervision/reflective practice reviews to members of other professions as and when required. 20. To contribute to the development and implementation of particular departmental policies and procedures 21. To undertake delegated responsibilities as agreed with the CABS service manager. This includes representing the Lead at management meetings, carrying out risk analysis and logging serious incidents on the organisational system, sentinel. 22. To undertake pilot projects and research in new areas of clinical work 23. To incorporate Child Protection processes into the development of the service (as adopted by the London Borough of Hillingdon and the policies and procedures of Harlington Hospice) when indicated. 24. To maintain a safe and secure clinical environment for clients and staff by following agreed policies, reporting processes and auditing. 25. To maintain infection control standards and a safe working environment in line with COVID-19 guidelines for the service. 26. Ensure the cleanliness and maintenance of art materials and equipment and to monitor materials stock control. 27. Attend meetings with external partnerships as required including multiagency. Liaising with external professional colleagues including teachers, social workers, GP’s pediatricians and mental health teams as required. 28. To complete therapy summary reports at the end of therapy sessions to advocate, communicate recommendations of systemic support in the best interest of the child or young person. 29. To participate in the development and implementation of evidence based effective practices for the service. 30. To collect demographic and performance data, including surveys of client outcomes and experiences, to ensure reports to funders accurately reflects activity of the service. 31. Contribute to the development of written materials such as; promotional information for the website, service leaflets, case studies for funding and contribute to professional publications such as peer reviewed journals or at local or national conferences. 32. To raise awareness of Harlington Hospice Child and Adolescent Bereavement Service through face-to-face and written contact with relevant partner organisations within the London Borough of Hillingdon, particularly in order to grow the service and recruit sources of referrals.   The above-mentioned duties are neither exclusive nor exhaustive and the very nature of the developing organization means that the post will change and develop over time. The post holder may be required to carry out such other appropriate duties as required by the Chief Officer. |

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| **General:** |
| In addition to the specific duties and responsibilities outlined in this job description, all Harlington Hospice employees should be aware of their specific responsibilities towards the following:   * Maintain confidentiality in all areas of work at Harlington Hospice * Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible * Participate in line management supervision sessions and appraisals with the line manager. * Harlington Hospice operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any charity premises, grounds or vehicles or when on Harlington Hospice business outside the office. * Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety. * Uphold ethical and professional standards and not to behave in a manner that is likely to bring the Charity into disrepute. * To carry out in accordance with the Hospice’s equal opportunities policy * To ensure compliance with the Equalities Act 2010 (Race Relations Amendment Act 2000, disability discrimination act 1995, Human Rights Act 1998) Data Protection Act 2018, Caldicott, Health and Safety Policies, Procedures and other legislation and guidance. * To ensure that the needs of the diverse local community are met by proactive outreach work. * To be responsible for personal training and development and ensure appropriate upkeep of all aspects of the professional role. * For designated roles, the post holder will be responsible for health and safety, business continuity planning and/risk management. (These responsibilities will be notified on appointment). |

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| **Essential** |
| * MA Art Psychotherapy * HCPC registered * Evidence of Continuous Professional Development (CPD) as required by HCPC * Post qualification work delivering art therapy sessions in a hospice or bereavement service setting. * Experience of working with children and young people individually or with groups. * Knowledge of current legislation relating to children and young people including best practice in safeguarding children. * IT literate (e.g., word processing and Email, Excel Spreadsheet and PowerPoint presentation) * Understanding of loss and bereavement theory and models of grief. * Ability to support and engage in shared decision making with children and young people who experience communication challenges. * Ability to work flexibly and responsively, providing individual or group assessment and interventions according to need. * Ability to plan and prioritise own workload autonomously. * To be able to provide a confidential and appropriate working space if required for remote online therapy sessions. * Good communication skills, capable of conveying and receiving complex, sensitive and distressing information within emotive contexts. * Ability to provide well written summary reports with additional advice and recommendations of support for the child or young person. * Ability to liaise with a range of professionals and external services. * To drive between both hospice sites and when required, visit school locations. (full license required) |

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| **Desirable** |
| 1. Registration with BADth or BAAT 2. Membership of special interest groups 3. Evidence of clinical supervision training 4. Evidence of relevant post registration training and learning 5. A proven interest in community approaches 6. Evidence of involvement in research and practice development |