



Bilingual Group Coordinator

JOB DESCRIPTION

Hours: Full Time
FSLA Status: Exempt
Reports to: Program Director

JOB SUMMARY

In keeping with the purpose, mission and vision of Bo's Place, the Bilingual Group Coordinator assists with the implementation of the Bo's Place programs. The job responsibility is divided into five areas: group coordinator, information and referral/intakes, program evaluation/quality improvement, community education/outreach (Spanish and English), and administrative responsibilities. The Bilingual Group Coordinator is a full time staff position, with additional evening and weekend hours sometimes necessary to accomplish Bo's Place objectives.

JOB DESCRIPTION

Spanish Ongoing Family Group Coordinator Responsibilities

- Responsible for coordinating and overseeing the Spanish-language Ongoing Family Group that meets on Saturday.
- Responsible for contacting families in assigned groups on a weekly basis concerning follow-up, absences and transfers.
- Responsible for monitoring families in assigned groups and bringing clinical issues to clinical meeting.
- Participate in training and supervision of graduate level interns.
- Participate in recruitment, ongoing training, supervision and retention of volunteer facilitators.
- Responsible for the ongoing upkeep of Bo's Place (i.e. cleanup after group nights)
- Prepare activities, provided by the Bilingual Ongoing Groups Manager, appropriate to the various ages and needs of the groups on Saturday.
- When necessary, facilitate or co-facilitate a group in the absence of a volunteer facilitator.
- Participate in staffing special grief support programming, including, but not limited to the weekend family bereavement camp, Campamento Sanando Corazones; the Bilingual Women's Retreat; summer programs and Kids Night Out.
- Coordinate Día de los Muertos altars and related activities at Bo's Place and in the community.

School Group Coordinator Responsibilities

- Responsible for coordinating and overseeing grief support groups at up to four schools (a seven week grief support group in the fall and another seven week grief support group in the spring).



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- Act as the designated contact from Bo's Place for all communications with appropriate school personnel.
- Provide additional education and training related to grief and bereavement for school personnel and parents, including a parent information session offered at the beginning of each seven week grief support group.
- Coordinate all supplies and materials needed to run the school groups, including snacks and refreshments.
- Coordinate an End of School Year Event held at Bo's Place for all schools that participate in the school grief support groups.

Information and Referral/Intake Responsibilities

- Responsible for conducting telephone intakes for potential families (with priority given to intakes for Spanish-speaking families).
- Respond to a proportionate share of Information and Referral Calls/Inquiries with other clinicians (with priority given to inquiries from Spanish-speaking families).
- Participate with other clinical staff in regular review and updating of information and referral resource list.

Program Evaluation/Quality Improvement

- Participate in administering assessments to children enrolling in grief support groups (Spanish and English).
- Stay current in knowledge of literature, research, trends in the grief and bereavement support field.
- Prepare monthly statistical reports for Program Director.
- Participate in ongoing evaluation of program services for quality improvement with the Program Director and Grants and Program Evaluation Manager.

Community Education/Outreach Responsibilities

- Participate in a proportionate amount of responsibility with other clinicians in trainings and outreach offered both onsite at Bo's Place and in the greater Houston community at the request of the Program Director and Director of Volunteer Services and Community Education/Outreach (with priority given to those trainings and outreach efforts for the Hispanic/Latino community).
- As directed by the Director of Volunteer Services and Community Education/Outreach, cultivate and make use of working relationships with other organizations and individuals to build referral sources and to find ways to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place (particularly within the Hispanic/Latino community).



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- Serve as an ambassador/advocate, representing Bo's Place to clients, other organizations and the general public.

Administrative Responsibilities

- Participate in weekly clinical staff and monthly staff meetings.
- Attend and staff volunteer (i.e. Volunteer Appreciation Event) and special events (i.e. Hearts of Hope Luncheon, Marathon Hoopla Station), as requested.
- Submit program news and stories for Bo's Place e-newsletters and publications, as requested by the Communications Director.
- Perform other duties as requested by the Program Director and/or Executive Director.

QUALIFICATIONS

- Fluent in English and Spanish.
- Graduate degree in social work, counseling, psychology or marriage and family therapy.
- Current Texas State license in professional field.
- Clinical experience with children, families and groups.
- Malpractice insurance coverage at maximum level.
- Skills in supervision of staff/volunteers.
- Ability to tolerate intense affect, including strong expressions of grief.
- Ability to contain others anxiety as well as one's own anxiety.
- Ability to assess needs of families (i.e. appropriateness of support groups or therapy).
- Ability to recognize and maintain appropriate boundaries.
- Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers.
- Strong organizational skills. Excellent verbal and written communication skills.
- Strong team orientation.
- Integrity, warmth, positive outlook, compassion and a good sense of humor.

PLEASE EMAIL RESUME TO: info@bosplace.org



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