



Adult Groups Manager

JOB DESCRIPTION

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

JOB SUMMARY

In keeping with the purpose, mission and vision of Bo's Place, the Adult Support Group Manager assists with the implementation of the Bo's Place programs. The job responsibility is divided into five areas: management of the adult grief support group program, information and referral/intakes, program evaluation/quality improvement, community education/outreach and administrative responsibilities. The Adult Group Manager is a full time staff position reporting to the Program Director.

Management of the Adult Grief Support Group Program

- Responsible for the application and registration process for all potential Adult Group participants (daytime and evening groups), including review of all intake forms and coordination with community mental health professionals, as needed.
- Coordinates with the Adult Daytime Coordinator regarding placement of participants in the Thursday Daytime Adult Group and regarding curriculum and pre-set activities for each group session.
- Manages the Wednesday Evening Adult Group volunteer facilitators (approx. 8) – sends reminder emails/calls before group, runs pre- and post- group on group nights, tracks attendance and follows up after group, as needed. Brings unresolved volunteer facilitator issues to the Director of Volunteer Services and Community Education/Outreach for support.
- Manages Wednesday Evening Adult Group members (approx. 50) – sends reminder emails/calls to participants before group, greets participants on group nights and assists in groups as needed, tracks attendance, follows-up with group participants on a weekly basis concerning their experience in group and absences, as needed. Brings clinical issues to Program Director for support.
- Participates in regular supervision meetings with the Program Director to review clinical issues.
- Participates in training and supervision of graduate level interns.
- Participates in the recruitment, ongoing training, supervision and retention of volunteer facilitators.
- Responsible for the ongoing upkeep of the Bo's Place facility (i.e. cleanup after group nights)



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- Prepares activities for each group and responsible for the review and enhancement of the Adult Group curriculum.
- When necessary, facilitates or co-facilitates a group in the absence of a volunteer facilitator.
- Participates in staffing special grief support programming, including, but not limited to the weekend family bereavement camps, Camp Healing Hearts and Campamento Sanando Corazones (currently held the weekend before Thanksgiving) and the Bilingual Women's Retreat.

Information and Referral/Intake Responsibilities

- Responsible for conducting telephone intakes for potential group participants.
- Responds to a proportionate share of Information and Referral Calls/Inquiries with other clinicians.
- Participates with other clinical staff in regular review and updating of information and referral resource list.

Program Evaluation/Quality Improvement

- Participates in administering assessments to children enrolling in grief support groups.
- Stays current in knowledge of literature, research, trends in the grief and bereavement support field.
- Prepares monthly statistical reports for the Program Director.
- Participates in ongoing evaluation of program services for quality improvement with the Program Director and Grants and Program Evaluation Manager.

Community Education/Outreach Responsibilities

- Participates 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.
- As directed by the Director of Volunteer Services and Community Education/Outreach, cultivates and makes 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.
- Serves as an ambassador/advocate, representing Bo's Place to clients, other organizations and the general public.



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Administrative Responsibilities

- Participates in weekly clinical staff and monthly staff meetings.
- Attends and staffs annual volunteer and donor appreciation event and special events (i.e. Hearts of Hope Luncheon, Marathon Hoopla Station, Derby party), as requested.
- Submits program news and stories for Bo's Place e-newsletters and publications, as requested by the Communications Director.
- Performs other duties as requested by the Program Director and/or Executive Director.

QUALIFICATIONS

- Fluent in English.
- Bilingual in English and Spanish preferred.
- Graduate degree in social work, counseling, psychology or marriage and family therapy.
- Current Texas State license in professional field.
- Clinical experience with adults, 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 potential participants (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.

GENERAL INFORMATION

This is a full time position with additional evening and weekend hours necessary, at times, to accomplish Bo's Place objectives.

PLEASE EMAIL RESUME TO: info@bosplace.org

For questions: info@bosplace.org



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