



School Groups Coordinator

JOB DESCRIPTION

Department: Program
FSLA Status: Exempt

Job Status: Full-time
Reports to: School Program Manager

Work Schedule:

Generally, Monday-Thursday 8:30 a.m. – 5:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. Evening and weekend hours required for scheduled program responsibilities and support.

MISSION STATEMENT

To enhance the lives of those who have experienced the death of a loved one.

POSITION SUMMARY

In keeping with the purpose, mission and vision of Bo's Place, the School Groups Coordinator assists with the implementation of Bo's Place programs. Job responsibilities are divided into the following areas: School Program, Information & Referral Line, Program Evaluation/Quality Improvement, Community Education/Outreach, and Administrative Responsibilities. The School Groups Coordinator is a full-time staff position reporting to the School Program Manager.

RESPONSIBILITIES

School Program:

- Responsible for coordinating and overseeing assigned in-person and/or online school grief support groups.
- Responsible for communicating with the designated school representative of any assigned school groups as needed concerning follow up with students, absences and/or reminders related to each school group.
- Ensures that all online and in-person participants receive resources and materials needed for group.
- Responsible for program assessment for each assigned school group.
- Upon request, responsible for parent education regarding school groups.
- Assists School Program Manager with communications with school administrators regarding scheduling of group dates/times and return of applications/consents from students.
- Assists School Program Manager with preparation of school group supplies, resources, and materials for distribution to students and school personnel.
- Other responsibilities as requested by the School Program Manager.



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Information & Referral Line

- Responds to a proportionate share of Information and Referral Calls/Inquiries with other clinicians.
- Responsible for conducting telephone intakes for as part of Information & Referral Line responsibilities.
- Participates with other clinical staff in regular review and updating of Information & Referral resource list.

Program Evaluation/Quality Improvement

- Stays current in knowledge of literature, research, trends in grief and bereavement support field.
- Cultivates and makes use of working relationships with other organizations and individuals in the field to continually evaluate and improve support services offered at Bo's Place.
- Contributes to the development of plans for enhancement and expansion of school program services.
- Assists School Program Manager in data collection, reporting, and analysis for Community Based Programs Director and Grants and Program Evaluation Manager.
- Participates in ongoing evaluation of program services for quality improvement.

Community Education/Outreach:

- Participates in trainings and outreach offered both onsite at Bo's Place, online, and in the community (with priority given to those trainings and outreach efforts designed to support school communities and personnel).
- Cultivates and uses working relationships with other organizations and individuals in the Greater Houston area to build referral sources and increase awareness of the needs of the bereaved and the grief support services available at Bo's Place (particularly within school communities).
- Serves as an ambassador/advocate, representing Bo's Place to clients, other organizations, and the public.

Administrative Responsibilities

- Participates in weekly clinical staff and monthly staff meetings.
- Attends and provides staffing support for program, volunteer, and fundraising special events, as requested.
- Submits program news and stories for Bo's Place e-newsletters, publications, and social media platforms as requested.



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- Performs other duties as requested by the Community-Based Programs Director and/or Executive Director.

QUALIFICATIONS

Education and Experience:

- 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.

Computer Skills:

- Proficiency with Microsoft Office Suite, specifically Microsoft Excel, Outlook, and Word.

Other Skills:

- Fluency in Spanish preferred.
- Ability to lift a minimum of 50 pounds.
- Ability to stand or walk for extended periods of time.
- Work can be performed in both indoor and outdoor environments at Bo's Place office or partner school locations.
- Skills in supervision of 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.

PLEASE EMAIL RESUME TO: info@bosplace.org



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