

Job Title/Position: *Bereavement Coordinator*

Reports To: *Clinical Director*

JOB DESCRIPTION SUMMARY

The Bereavement Coordinator is responsible to plan, implement, and maintain a bereavement program to meet the needs of families/caregivers from Altus Hospice for up to one year following the death of the individual hospice patient.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Coordinates the assessment and delivery of grief counseling needs and services (one-to-one, groups, and ongoing follow-up) to ensure timely and appropriate services are provided to family/caregivers.
2. Plans for Bereavement Program development, expansion and refinement through annual evaluation of services.
3. Provides bereavement support to hospice personnel coping with work related grief through one-to-one counseling, supervision of interns providing one-to-one counseling, and referral to community resources.
4. Provides bereavement information and referral services to callers from the community. Expands and maintains community resource list as needed.
5. Assists as needed in evaluating and planning services to meet hospice personnel support needs, i.e., yearly retreats, weekly support groups.
6. Functions independently, but seeks and accepts guidance from other members of the interdisciplinary group, or from member of the community.
7. Participates in hospice activities such as inservice education, hospice personnel meetings, and relevant committees.
8. Advances professional knowledge and skills.
9. Accepts and performs other related duties and responsibilities as required.

POSITION QUALIFICATIONS

1. Bachelor's degree or equivalent theological degree from college or university. Experience with families/caregivers and patients through death/dying issues – OR – Master's degree in Social Work with qualifications of experienced clinical grief counseling.
2. Ability to work as a team member.

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3. Knowledge and commitment to hospice philosophy.
4. Demonstrates good verbal and written communication, and organization skills.
5. Understanding of grief response and experience with counseling individuals and/or in groups regarding loss.
6. If making home visits, must be a licensed driver with a vehicle that is insured in accordance with state or organization requirements and is in good working order.

Employee Signature

Date