

<b>Job Title</b>	Group Coordinator-LIGHT & Pregnancy Loss
<b>Employer/ Agency</b>	Bo's Place
<b>Job Description</b>	<p><b>Group Coordinator Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for placement of clients in Pregnancy Loss groups, as appropriate. Organize and maintain Pregnancy Loss group waiting lists. Ensure all intake paperwork for clients in Pregnancy Loss group programs is complete.</li> <li>• Work with Trauma Group Manager to coordinate placement of clients in Tuesday evening LIGHT Family Groups. Ensure all intake paperwork for clients in Tuesday LIGHT Family Groups is complete.</li> <li>• Responsible for 4-5 time-limited Pregnancy Loss support groups (Tuesday evenings) and 4-5 time-limited LIGHT Family Groups (Tuesday evenings) a year.</li> <li>• Responsible for contacting participants in assigned groups on a weekly basis concerning follow-up, absences and transfers.</li> <li>• Responsible for monitoring participants in assigned groups and bringing clinical issues to weekly clinical meeting.</li> <li>• Prepare activities appropriate to the various ages and needs of the assigned groups.</li> <li>• Participate in the development and coordination of supplemental/special grief support programming as requested by Program Director (i.e. weekend bereavement camps/retreats and summer programming for support group participants).</li> </ul> <p><b>Information and Referral/Intake Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for shared coverage of Bo's Place Information and Referral Line with other clinical staff.</li> <li>• Responsible for the intake and registration process for all potential Pregnancy Loss Group participants.</li> <li>• Work with Trauma Group Manager to ensure intake and registration process for all Tuesday evening LIGHT Family group participants is complete.</li> </ul> <p><b>Program Evaluation/Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Responsible for the intake process, assessment, monitoring and evaluation of all participants in Tuesday LIGHT Family groups and Pregnancy Loss groups.</li> <li>• Stay current in knowledge of literature, research, trends in grief and bereavement support field.</li> <li>• Cultivate and make use of working relationships with other organizations and individuals in the field to continually evaluate and improve support services offered at Bo's Place.</li> <li>• Contribute to the development of plans for enhancement and expansion of program services.</li> <li>• Prepare monthly program statistical reports for Program Director and Grants and Program Evaluation Manager.</li> <li>• Participate in ongoing evaluation of program services for quality improvement.</li> </ul> <p><b>Community Education/Outreach Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in trainings and outreach offered both onsite at Bo's Place and in the community.</li> <li>• Cultivate and make use of 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.</li> <li>• Serve as an ambassador/advocate, representing Bo's Place to clients, other organizations and the general public.</li> </ul>

	<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in weekly clinical staff and monthly staff meetings.</li> <li>• Attend and staff volunteer and special events, as requested.</li> <li>• Perform other duties as requested by the Program Director and/or Executive Director.</li> <li>• Submit program news and stories for Bo's Place e-newsletters, publications, and social media platforms as requested.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate degree in social work, counseling, psychology or marriage and family therapy.</li> <li>• Bilingual a plus.</li> <li>• Current Texas State license in professional field.</li> <li>• Clinical experience with children, families and groups.</li> <li>• Malpractice insurance coverage at maximum level.</li> <li>• Skills in supervision of staff/volunteers.</li> <li>• Excellent communication and organizational skills.</li> <li>• Ability to tolerate intense affect, including strong expressions of grief.</li> <li>• Ability to contain others anxiety as well as one's own anxiety.</li> <li>• Ability to assess needs of families (i.e. appropriateness of peer support groups or therapy).</li> <li>• Ability to recognize and maintain appropriate boundaries.</li> <li>• Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers.</li> <li>• Strong organizational skills. Excellent verbal and written communication skills.</li> <li>• Strong team orientation.</li> <li>• Integrity, warmth, positive outlook, compassion and a good sense of humor.</li> </ul>
<b>Salary/Hours</b>	<p style="text-align: center;"><b>GENERAL INFORMATION</b></p> <p>This is a part-time position with an average of 20 hours/week. Evening and weekend hours sometimes necessary to accomplish Bo's Place objectives.</p>
<b>Employer/Agency</b>	Bo's Place
<b>Address</b>	10050 Buffalo Speedway
<b>City, State, Zip</b>	Houston, Texas 77054
<b>Contact Person</b>	Donna Jaffe
<b>Contact Title</b>	Administrative Director
<b>Telephone Number</b>	713-942-8339
<b>Fax Number</b>	713-942-2252

<b>Email Address</b>	info@bosplace.org
<b>Application Method</b>	Please send cover letter and resume to <a href="mailto:info@bosplace.org">info@bosplace.org</a> , or fax to 713-942-2252
<b>Opening Date</b>	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.