

<b>Job Title</b>	Katy Group Coordinator
<b>Employer/ Agency</b>	Bo's Place
<b>Job Description</b>	<p>Reports to: Program Director</p> <p><b>Katy Group Coordinator Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for placement of families in Katy support groups, as appropriate.</li> <li>• Organize and maintain Katy support group waiting lists.</li> <li>• Ensure all intake paperwork for families in Katy support group programs is complete. Responsible for a minimum of two ongoing Katy support groups each meeting twice</li> <li>• a month on a weekday evening (Tuesday evenings) and additional LIGHT, Pregnancy</li> <li>• Loss, Little Friends and/or Adult Groups as scheduled.</li> <li>• Responsible for contacting families in assigned groups on a weekly basis concerning follow-up, absences and transfers.</li> <li>• Responsible for monitoring family participants in assigned groups and bringing clinical issues to clinical meeting (Wednesdays from 1:30-2:30pm).</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 Directors.</li> </ul> <p><b>Information and Referral/Intake Responsibilities</b></p> <p>Responsible for shared coverage of Bo's Place Information and Referral Line with other Clinical Staff.</p> <ul style="list-style-type: none"> <li>• Responsible for the intake and registration process for all potential Katy Group participants.</li> </ul> <p><b>Program Evaluation/Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Responsible for the intake process for the assessments and evaluation of all participants in Katy support 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 and in the West Houston/Katy area to continually evaluate and improve support services offered at Bo's Place and particularly in West Houston/Katy.</li> <li>• Contribute to the development of plans for enhancement and expansion of program services.</li> <li>• Prepare monthly program statistical reports for Grants and Program</li> </ul>

	<p>Evaluation Manager.</p> <ul style="list-style-type: none"> <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 West Houston/Katy area.</li> <li>Contribute to the development and implementation of new training/workshop/ talk opportunities.</li> <li>Participate in updating, as needed, and developing new resources for the Bo’s Place online resources and National Archive of Grief Support Studies.</li> <li>Cultivate and make use of working relationships with other organizations and individuals in the West Houston/Katy area 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 and to recruit volunteer facilitators and kitchen volunteers for the Katy Program.</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 staff meetings.</li> <li>Attend and staff volunteer and special events, as requested.</li> <li>Perform other duties as requested by the Program Directors 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>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> </ul>
<b>Salary/Hours</b>	TBD/ This is a Full-time position with additional evening and weekend hours sometimes necessary to accomplish Bo’s Place objectives.
<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>	<a href="mailto:info@bosplace.org">info@bosplace.org</a>
<b>Application Method</b>	Please send cover letter and resume to <a href="mailto:info@bosplace.org">info@bosplace.org</a>
<b>Opening Date</b>	Immediate

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.