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| Job Title | Bereavement Coordinator - Part time |
| Employer/ Agency | Vantage Hospice |
| Job Description | Vantage hospice is seeking an energetic, highly organized individual to join our growing team. Our Bereavement Coordinator provides support to grieving families through in-person counselling, telephone calls, and mailings as well as conducting semi-annual memorial services. The bereavement coordinator is responsible for tracking and maintaining a data base of 500+ bereaved and compiling monthly and quarterly reports. The bereavement coordinator serves as an integral part of our interdisciplinary team. |
| Qualifications | Bachelor's Degree required, Master's preferred Education and Training in a counselling field Proficiency in Microsoft Office applications 1 year experience in hospice or healthcare setting, preferred Current driver's license and automobile insurance Reliable transportation |
| Salary/Hours | Competitive salary commensurate with skills and experience Negotiable schedule 20-25 hours per week |
| Address | 27120 Kingsland Blvd, Suite 301 |
| City, State, Zip | Katy, TX 77450 |
| Contact Person | Beverly Rodgers, LCSW |
| Contact Title | Director of Psychosocial Services |
| Telephone Number | 281-579-5660 |
| Fax Number | 281-579-5661 |
| Email Address | brodgers@vantagehospice.com |
| Application Method | Submit resume and cover letter via fax or email |
| Opening Date | Immediate |

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