

Job Title	Group Coordinator (Bilingual)
Employer/ Agency	Bo's Place
Job Description	Responsible for a minimum of the Sunday ongoing group (two times per month), including a minimum of one Spanish speaking group and the Daytime and Evening grief support group (one time per week). Responsibilities also include responding to Spanish and English inquiries to the Bo's Place Information and Referral Line; translation of materials into Spanish; presenting at selected community trainings, volunteer facilitator training and community talks; conducting intake and registration for families and individuals interested in grief support groups; participation in recruitment, training, supervision and retention of volunteer facilitators (including bilingual speaking volunteers); participation in program evaluation/quality improvement and participation in training and supervision of interns. The Group Coordinator Position is a full-time position based upon a flexible 40+ hour work week to accommodate weekend and evening program objectives.
Qualifications	<ul style="list-style-type: none"> • Must be fluent in English and Spanish (read, write and speak fluently). • Must be available to supervise a weekend support group, as well as a week night support group. • Graduate degree in social work, counseling, psychology or related mental health field. • Licensed mental health professional with a current Texas license. • Clinical experience in working with children, adolescents, adults and families; experience with groups preferable. • Malpractice insurance coverage at maximum level.
Salary/Hours	See job description/qualifications
Employer/Agency	Bo's Place
Address	10050 Buffalo Speedway
City, State, Zip	Houston, Texas 77054
Contact Person	Donna Jaffe
Contact Title	Administrative Director
Telephone Number	713-942-8339

Fax Number	713-942-2252
Email Address	info@bosplace.org
Application Method	Email or mail cover letter and resume to info@bosplace.org
Opening Date	Immediately

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