

<b>Job Title</b>	Manager of Bereavement Services. – Houston, Tx
<b>Employer/ Agency</b>	Houston Hospice
<b>Job Description</b>	<p>Life matters at Houston Hospice. Our teams of Doctors, Nurses, Counselors, Social Workers, Chaplains and Volunteers provide care for the patient and the whole family. Houston Hospice utilizes a team-oriented approach to medical care, pain management, and emotional and spiritual support that is tailored to each patient’s unique situation. We believe no one should live in pain or in fear of being alone. We also advocate for children’s rights to have their lives celebrated as full and complete.</p> <p>The ideal candidate would provide clinical and administrative supervision to Bereavement personnel, as well as individual and family counseling to bereaved families. This candidate would also be responsible for overseeing the function of the bereavement department, grief support groups and other bereavement functions.</p> <ul style="list-style-type: none"> <li>• Assist in developing bereavement policies/procedures and standards. Monitors compliance with these policies, procedures &amp; standards.</li> <li>• Provide on-going clinical supervision for bereavement personnel.</li> <li>• Provides employee evaluations for those supervised; assists in goal setting and professional development.</li> <li>• Develop and evaluates implementation of bereavement programs.</li> <li>• Develop and implements orientation for bereavement staff.</li> <li>• Assume fiscal planning and responsibility in departmental operations &amp; the efficient use of hospice resources.</li> <li>• Assist QA/PI staff with QA/PI activities of bereavement</li> <li>• Supervise the maintenance and QA functions of bereavement medical records, assuring accuracy, completeness, and compliance with certification standards, legal and ethical standards, and hospice standards.</li> <li>• Oversee development and implementation of bereavement educational programs for professional students and community groups.</li> <li>• Provide bereavement counseling to hospice families.</li> <li>• Ensure staff receives appropriate continuing education opportunities.</li> <li>• Assist hospice care team members to understand the significant psychosocial and emotional factors related to grief.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master’s degree preferred in psychology, social work, human services or related field.</li> <li>• Licensed by the State of Texas to practice licensed counseling. (Example of appropriate credentials: LMSW, LCSW).</li> <li>• Five years experience in health care field.</li> <li>• Two years experience in hospice preferred.</li> <li>• Two years management experience in health care setting preferred.</li> <li>• Knowledge of applicable State/Federal laws governing hospice.</li> <li>• Effective interpersonal skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills, both oral and written.</li> <li>• Excellent organizational skills to handle a variety of tasks simultaneously.</li> <li>• Ability to accommodate multi-faith beliefs and cultural backgrounds of patients/families.</li> <li>• Ability to travel to multi-work locations during workday and evening as needed.</li> <li>• Must have reliable, insured vehicle and valid Texas Driver's license.</li> </ul>
<b>Salary/Hours</b>	Salary will vary depending on degree/experience level  1FT Position open, 5-8hr shifts/ week (40hrs)
<b>Employer/Agency</b>	Houston Hospice
<b>Address</b>	190 Holcombe Blvd
<b>City, State, Zip</b>	Houston, Tx 77030
<b>Contact Person</b>	Human Resources
<b>Fax Number</b>	713-677-7273
<b>Email Address</b>	<a href="mailto:HR@houstonhospice.org">HR@houstonhospice.org</a>
<b>Application Method</b>	Qualified candidates who are interested in our open position are invited to either email or fax a current resume to the Human Resources office.
<b>Opening Date</b>	Immediately

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.