



*Grief Support for Children, Teens,
Young Adults and Their Families*

Group Support Coordinator

Part-time (20-24hrs a week) Evening and School Group Support

Hourly Rate: \$28-\$32/hour

The Group Support Coordinator position requires acting as lead staff during support groups at Jessica's House and in schools.

Attributes and Competencies for Staff at Jessica's House

- Respect – For each member of the Jessica's House team, all Jessica's House constituents, and their personal role in the organization.
- Accountability – Effective members of the Jessica's House team are hardworking and dependable.
- Compassion – For the children and families who seek our help and for the team. Passionate about work that is meaningful and measurable.
- Integrity – Not cutting corners ethically, ever. Earns trust and maintains confidences.
- Positive attitude – Enthusiasm for the work they do.
- Intelligence – An ability to learn and adapt to changing environments and meet best practices.
- Organized and efficient – Ability to focus on key priorities and produce results with lean principles.
- Communication skills – Demonstrates high oral and written communication skills in multiple settings. Ability to listen and understand varying viewpoints.
- Humility – A requisite attribute of creating positive social change.

Education and Training

- Master's degree in social sciences
- 5 years of professional group support experience supporting children, teens and families who are grieving
- Proficient use of Microsoft Office software including Excel, Word, and PowerPoint
- Experience with data analytic software
- Knowledge of trauma-informed practices with children, teens, and families who are grieving

Specific Experience, Knowledge, Skills, and Abilities Sought

- Verbal and written fluency
- Organized, reliable, and responsible
- Listening and empathy skills
- Ability to be a member of a cohesive team
- An effective communicator and public speaker
- Ability to support grieving families with compassion, warmth, and caring
- A minimum of two years' work experience in a helping-related position; preferably with a child and adolescent focus
- Excellent consumer care and focus
- Education about human behavior, change, and lifespan development
- Awareness of self, others, and the environment
- Ability to maintain appropriate boundaries and self-care
- Willingness to learn and take on a self-reflective posture

Essential Duties/Responsibilities

Group Support

- Lead staff in three or more groups as needed/assigned
 - Perform all duties of a lead staff member for onsite groups
 - Facilitating support groups as needed.
 - Support group facilitator
 - Act as staff lead for group nights
 - Mandated reporting as needed
 - Securing doors/gates - last one to leave
 - Facilitating groups as outlined in Jessica's House training and manual
 - Provide offsite support as needed for critical incidents

Other Duties/Responsibilities

- Complete the facilitator training for Jessica's House at the first available training after their start date
- Be available for evenings and weekend hours
- Represent Jessica's House at community sites/events

Supervisory Duties

- Group volunteers

Reports to: Program Director