



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

Group Support Coordinator

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

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: Director of Outreach and Education