

Registration Information

Order No.	3497565
Agency Name	Bo's Place
Job Title	Adult Support Group Coordinator
Job Description (including hours and responsibilities)	<p>PROJECT DESCRIPTION Bo's Place is seeking a mental health professional (LPC, LMFT or LMSW) to coordinate the Adult Grief Support Group Program from July 9, 2018 through June 30, 2019. The contract position will include responsibility for intake registration and placement in group of all potential Adult Group participants, as well as running four rounds of the Wednesday Evening Adult Groups. Estimate of 8 hours per week, including 4 required onsite and opportunity for working remotely. Coordination of Adult Grief Support Group Program • Responsible for the application and registration process for all potential Adult Group participants (Daytime and Evening Groups), including review of all intake forms and coordination with community mental health professionals as needed. • Coordinate and manage Wednesday Evening Adult Groups – four 9-week sessions between August 1, 2018 and June 30, 2019. • Coordinate with Adult Daytime Coordinator regarding placement of participants in the Thursday Daytime Adult groups and regarding curriculum and pre-set activities for each group session. • Regular supervision meetings with Program Director to review clinical issues. Evening Adult Group Coordinator Responsibilities: • Required hours include: 5:00-9:00pm on Wednesday evenings, during each 9-week session. (Group dates TBD) • Manage Wednesday Adult Evening Group volunteer facilitators (approx. 8) – reminder emails/calls before group, run pre- and post- group on group nights, track attendance and follow up after group as needed. Bring volunteer facilitator issues to Director of Volunteer Services and Community Education/Outreach. • Manage Wednesday Evening Adult Group members (approx. 40) – reminder emails/calls to participants before group, greet participants on group nights and assist in groups as needed, track attendance, follow-up with group participants on a weekly basis concerning their experience in group and absences, as needed. Bring clinical issues to Program Director. • When necessary, facilitate or co-facilitate a group in the absence of a volunteer facilitator.</p>
Job Location	Houston, Texas
Qualifications	<p>QUALIFICATIONS • Graduate degree in social work, counseling, psychology or marriage and family therapy. • Current Texas State license in professional field. • Clinical experience with grief/bereavement and/or support group setting. • Malpractice insurance coverage at maximum level. • Highly organized and proficient in Word, Excel, Power Point and database processing. • Skills in supervision of staff/volunteers. • Ability to tolerate intense affect, including strong expressions of grief. • Ability to contain others' anxiety as well as one's own anxiety. • Ability to assess needs of group participants (i.e. appropriateness of support groups or therapy) and abilities/needs of volunteers. • Ability to recognize and maintain appropriate boundaries. • Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers. • Strong organizational skills. Excellent verbal and written communication skills. • Integrity, warmth, positive outlook, compassion and a good sense of humor.</p>
Application Contact Name	Donna Jaffe

Phone	7139428339
Email	donna@bosplace.org
Application will be accepted until (closing date):	06.30.18