



**Job Title: Clinical Coordinator of the Family Support Program**

**Location:** West Los Angeles and Woodland Hills (Responsibilities are split between our two centers)

**About Us:**

At OUR HOUSE, we are dedicated to providing compassionate grief support to individuals and families navigating the death of someone close. Our mission is to offer a supportive environment where people experiencing grief can find hope and healing.

**Position Overview:**

We are seeking a part-time (20 hours/week) Clinical Coordinator who is passionate about making a difference in the lives of children and families who are grieving. In this role, you will be a key part of our team, coordinating our flagship children’s program – the Family Support Program (FSP). If you have strong clinical skills, are drawn to working with children and teens, program management experience and are committed to providing empathetic, heart-centered care, we would love to hear from you! *Salary Range: 35,000-42,000, Bilingual in both English and Spanish is required.*

**Key Responsibilities:**

- **Provide Support:** Conduct individual Pre-Group Appointments and oversee the onboarding process for new families in FSP. Lead weekly guardian grief support groups in both the West LA and Woodland hills office on Thursday evenings.
- **Program Coordination:** Oversee the ongoing support care for families in the Family Support Program in both our West LA and Woodland Hills office. Train and supervise volunteer group leaders. Data management to contribute to quarterly Board Report and ongoing program evaluation.
- **Build Relationships:** Establish and maintain positive relationships with families in FSP, volunteers, other team members and community partners to foster a supportive and collaborative environment.
- **Assist Other Children’s Programs:** Collaborate with other members of the Children’s Team to support the School Program and Camp Erin LA. Participate in two sessions each summer of Camp Erin LA. Attend annual organization-wide events; Night For Hope Gala and OH 5k Walk & Remember

**Qualifications:**

- **Empathy and Compassion:** A genuine desire to support individuals through their grief journey with kindness, sensitivity and sound clinical judgement.

- **Communication Skills:** Strong verbal and written communication skills, with the ability to connect with people from diverse backgrounds. Proficiency in Spanish for both written and spoken communication.
- **Organizational Abilities:** Ability to manage multiple tasks and prioritize responsibilities in a dynamic environment.
- **Experience and Education:** Experience working with children, teens and guardians. 2-4 years post graduate experience in bereavement and/or trauma-focused program. Master's level qualifications or certifications in counseling, social work, psychology, or a related field. Licensure in any of the above fields is a plus, but not required.

### Why Join Us?

- **Make an Impact:** Be a part of a dedicated team that makes a meaningful difference in the lives of those grieving.
- **Supportive Environment:** Work in a nurturing and collaborative atmosphere where your contributions are valued and appreciated.
- **Professional Growth:** Access to ongoing training and opportunities for personal and professional development in the field of grief and loss.

We look forward to hearing from you!

*The above descriptions are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, but they are intended to describe the general nature and level of work being performed by this Clinical Coordinator.*