



Associate Clinical and Volunteer Coordinator

OUR HOUSE Grief Support Center (based in Woodland Hills & West Los Angeles) seeks a full time Associate Clinical and Volunteer Coordinator to assist the Senior Clinical and Volunteer Coordinator and the Adult Team through diverse job responsibilities: perform clinical and administrative duties: screening in-coming calls, addressing inquiries; addressing walk-in and phone emergencies, leading support groups and pre-group appointments, volunteer coordination, volunteer training. This position is shared between two locations, West Los Angeles and Woodland Hills (Three day a week in Woodland Hills and twice a week in West Los Angeles).

Qualifications: **Master's degree in social work or psychology related field required;** must have strong interest in working with grief and loss and be detail oriented, collaborative with strong interpersonal skills. Competitive salary and benefits.

Qualified candidates can send letters of interest, resumes, & salary requirements to:

Elsa Stefanian, LCSW
Clinical Director of Adult Programs
OUR HOUSE Grief Support Center

Elsa@OurHouse-Grief.org
No telephone inquiries please