



Title: Senior Clinical Coordinator of Child and Adolescent Programs – NYC
Status: Full-Time; Exempt Status
Reports to: Clinical Director
Salary Range: \$90,000-\$100,000 DOE

OUR HOUSE Grief Support Center is expanding its reach from Los Angeles into New York City, and we need YOU - a talented and motivated Clinical Professional to help transform grief support for children and families!

Grief is a universal experience, yet New York City has been without a full-service grief support center to provide the support grievers need to find hope and healing, until now. For over three decades, OUR HOUSE LA has helped thousands of children, teens, and adults in find hope and healing after the death of someone close. This is a unique opportunity for you to join at the ground level of this transformative initiative to make a lasting impact in the community!

Job Description: Diverse job responsibilities include conducting pre-phone intakes, pre-group appointments, and grief support groups for the Family Support Program; interviewing, training, and supervising Volunteer Group Leaders; presenting educational workshops to professionals and agencies; participating in strategic planning and data management; and collaborating with Clinical Director and Executive Director on program expansion to include a School-Based Program and community education.

Qualifications: Clinical licensure (LCSW), a minimum of 3 to 5 years of program management experience, and strong public speaking and writing skills. Clinical experience with grief preferred. Bilingual Spanish speaker preferred.

Specific Duties:

Family Support Program (FSP)

- Conduct phone pre-intakes (PPIs) and pre-group appointments.
- Conduct FSP and school-based grief support groups (future).
- Communicate with group members and callers as needed by placing new group members in group, making referrals to individual therapy/other types of support as appropriate, and responding to telephone/email concerns from group members as needed.
- Consult with colleagues in Los Angeles for ongoing training and program expansion planning.

Volunteer Group Leaders and MSW Interns (future)

- Recruit, interview, and train Volunteer Group Leaders, and provide individual consultation as needed.
- Conduct bi-weekly Volunteer Group Leader supervisions.
- Implement annual evaluations and regular record keeping for each Volunteer Group Leader to track coaching and support activities.
- Update training materials as needed.
- Interview, train, and supervise one to two MSW student interns per school year (future).

Data Management

- Oversee all Children's Team data management, including collecting data from team members and preparing clinical figures and narratives for OH Board Reports.
- Participate in Apricot data management to ensure consistent and correct input of comprehensive grief support processes and outcomes.
- Evaluate and update playbooks and activity books as needed.
- Maintain review of competitive/collaborative adult grief support programs in the region.
- Administer and evaluate pre- and post-group surveys and use data to inform program improvement.

Community Education and Outreach

- Position OH NYC as a leader in the grief education field by establishing and stewarding professional connections within the community.
- Initiate and respond to schools, community agencies, and therapists requesting grief education workshops to support their service to grievers.
- Administer post-workshop surveys to inform program improvement.
- Arrange workshop payments in partnership with the OH Director of Finance.

On-Site Grief Response

- Respond to inquiries from schools to provide short-term grief support after a death.
- Ensure that safety support for OSGR attendees is available during and after the engagement.
- Grow and maintain the OSGR program with support from Volunteer Group Leaders.
- Update OSGR training materials and resources as needed.
- Track and analyze all OSGR activities to inform program improvement.
- Arrange for service payments in partnership with OUR HOUSE's Director of Finance.

Professional Education (future)

- Conduct In-Service Trainings about the agency and grief support for therapists, social workers, graduate students, school personnel, clergy, medical professionals, educators, and nursing home administrators.

Professional Development

- Remain current with the latest theories and bereavement research and maintain a working knowledge of significant developments and trends in the children's grief support field.
- Attend conferences and continuing education to increase skills and knowledge as appropriate and share knowledge obtained with other clinical team members.

Administrative and Supervisory Responsibilities

- Participate in the screening, hiring, and onboarding of new clinical staff.
- Attend clinical, team, and all-staff meetings as required.
- Conduct individual supervision with the Clinical Director plus supervision with non-licensed clinical staff as required.
- Actively collaborate with the Clinical Director and others to resolve identified issues of concern.
- Maintain Children's Team calendar.

Fundraising

- Steward OH NYC donors as appropriate in partnership with the NYC Director of Development and NYC Advisory Board.