



Job Title: Associate 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 full-time Associate 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) and providing support to our Adult English groups. 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 \$65,000-\$75,000, Bilingual in both English and Spanish is preferred.*

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. The program runs ~September through May with Thursday nights alternating between each office.
- **Program Coordination Family Support Program:** 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.
- **Program Coordination Support – Adult English Program:** Oversee a caseload of 4-6 Adult English groups. In this context, clinical coordination includes providing clinical support, as needed, to group leaders and members as a part of your assigned caseload.
- **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 Clinical Programs:** Collaborate with other members of the Clinical Team to support the School Program, Camp Erin LA, and clinical support (Clinician on Call and Evening on Call responsibilities). Participate in two sessions each summer of Camp Erin LA. Attend annual organization-wide events; House of Hope Gala and 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 clinical setting. 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.