



Job Title: Associate Clinical Coordinator of the Spanish Community Program (SCP)

Location: West Los Angeles (weekly driving required; mileage reimbursement provided)

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 supporting Spanish-speaking adults through their grief journey. In this role, you will be a key member of our clinical team, coordinating adult grief support groups within the Spanish Community Program (SCP), conducting assessments and pre-group appointments, supervising volunteers, and engaging in community outreach and education. This position requires strong clinical skills, cultural competency within the Latinx community, and a commitment to providing empathetic, heart-centered care. Salary Range: \$65,000–\$75,000. Bilingual fluency in Spanish and English is required.

Key Responsibilities:

- **Provide Support:** Conduct adult grief support groups both in-house and in community settings as needed. Facilitate phone and in-person pre-group appointments and serve as intake coordinator. Provide ongoing clinical support to group members and make referrals to additional services when appropriate.
- **Program Coordination - Spanish Community Program:** Coordinate and set up new adult grief support groups within assigned caseload. Maintain communication with prospective participants and manage waitlists. Collaborate with the Operations Team on consent forms, data entry, and logistics.
- **Volunteer Supervision:** Recruit, interview, train, and provide ongoing support to volunteer group leaders. Facilitate bi-weekly supervision and maintain accurate volunteer records in the database.
- **Administrative Responsibilities:** Attend weekly clinical meetings, monthly staff meetings, and weekly supervision with the Senior Clinical Coordinator. Support SCP interns and participate in agency-wide events including the 5K Walk & Remember, Gala, Volunteer Luncheon, and Día de Los Muertos Festival.
- **On-Call and Team Collaboration:** Participate in Evening On Call (EOC) rotations for the Spanish Community Program and support English-speaking programs as needed. Collaborate with the broader clinical team across adult and children's programs.
- **Outreach and Community Engagement:** Conduct community presentations in Spanish and support outreach, marketing, and educational efforts. Engage with national grief support networks and facilitate collaboration with Spanish-speaking grief professionals.

Qualifications:

- **Empathy and Compassion:** A genuine desire to support individuals through their grief journey with sensitivity, cultural awareness, and sound clinical judgment.
- **Communication Skills:** Strong verbal and written communication skills in both Spanish and English, with the ability to connect with diverse populations.
- **Organizational Abilities:** Ability to manage multiple responsibilities, including clinical work, coordination, and outreach in a dynamic environment.
- **Experience and Education:** Master's degree in psychology, social work, or a related field required. Experience working with culturally diverse populations within the Latinx community. Prior clinical experience and group facilitation preferred.
- **Additional Requirements:** Flexible schedule with required in-office presence (Tuesdays) and regular travel within the community. Access to a personal vehicle is required.

Why Join Us?

- **Make an Impact:** Be part of a mission-driven organization supporting individuals and families through grief.
- **Supportive Environment:** Work within a collaborative, team-centered culture grounded in compassion, respect, and open communication.
- **Professional Growth:** Opportunities for ongoing training, supervision, and development in grief support and community-based care.

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.