



Associate Clinical Coordinator - Spanish Community Program

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

Location: West Los Angeles with weekly community travel required; mileage reimbursement provided

Reports to: Senior Clinical Coordinator - Spanish Community Program (SCP)

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 individuals and families through grief education, outreach, and community engagement. In this role, you will serve as an important bridge between Our House and the Latinx community by building relationships, increasing awareness of grief support services, and supporting access to culturally responsive grief resources.

This position reports to the Clinical Coordinator - Spanish Community Program and works in close partnership with that role to ensure community engagement efforts are aligned with program structure, group capacity, participant needs, and agency priorities. While this role includes some clinical support responsibilities, its primary focus is outreach, education, presentations, partnerships, and community connection.

This role is ideal for a clinician who enjoys public speaking, psychoeducation, relationship-building, community-based work, and expanding access to grief support.

Salary Range: \$85,000 to \$90,000. Bilingual fluency in Spanish and English is required.

Key Responsibilities:

- **Community Outreach and Engagement:** Develop and maintain relationships with community organizations, schools, agencies, healthcare providers, faith communities, and partners serving the Latinx community. Represent OUR HOUSE at community events, resource fairs, and networking opportunities including the NACG community to further connect SCP in the grief community and recruit group members and volunteers.
- **Education and Presentations:** Coordinate and conduct community presentations, On Site Grief Responses, workshops, and speaking engagements in Spanish to increase awareness of grief, bereavement support, and OUR HOUSE programs.
- **Program Awareness and Access:** Support outreach, marketing, and education efforts that increase access to Spanish-speaking grief support services. Assist in developing culturally responsive educational and outreach materials.
- **Participant Engagement and Referral Support:** Maintain contact with prospective participants and community partners to foster trust, engagement, and connection to OUR HOUSE services. Help connect community members to appropriate intake pathways and grief support resources.
- **Support for Spanish-Speaking Groups:** Facilitate or co-facilitate Spanish-speaking adult grief support groups as needed. Assist with pre-group appointments, participant onboarding, group

setup, and ongoing participant support as needed under the direction of the Senior Clinical Coordinator - Spanish Community Program.

- **Volunteer and Community Relationship Support:** Primary contact for volunteer recruitment through engagement efforts connected to Spanish-speaking programs, particularly through community relationships and outreach channels.
- **Collaboration with Program Lead:** Work closely with the Clinical Coordinator - Spanish Community Program to ensure outreach activities support program goals, clinical standards, participant flow, and available group capacity.
- **Participate in Camp Erin LA:** Support a parent/guardian cabin in Spanish and helping to interpret the ceremonies and workshops as needed alongside Senior Clinical Coordinator.
- **Administrative Responsibilities:** Attend weekly clinical meetings, monthly staff meetings, supervision, and required agency events. Participate in occasional evening or weekend outreach and community engagement activities as needed.
- **On-Call and Clinical Coverage:** Participate in Evening On Call coverage for the Spanish Community Program (shared with the Senior Clinical Coordinator) and support broader clinical coverage as needed and as schedules allow.

Qualifications:

- **Empathy and Compassion:** A genuine desire to support grieving individuals and families with warmth, sensitivity, cultural humility, and sound clinical judgment.
- **Communication Skills:** Strong verbal and written communication skills in both Spanish and English, including comfort with public speaking, presentations, and relationship-building across diverse community settings.
- **Community Engagement Skills:** Experience working with culturally diverse populations within the Latinx community and an ability to build trust with community partners, participants, and families.
- **Organizational Abilities:** Ability to manage outreach activities, presentations, participant follow-up, and administrative responsibilities in a dynamic environment.
- **Experience and Education:** Master's degree in psychology, social work, counseling, or a related field required. Experience with community-based programming, grief support, group facilitation, or psychoeducation preferred.
- **Additional Requirements:** Flexible schedule required, including occasional evening and weekend events. Office located in West LA with weekly community driving involved; mileage reimbursement provided. Access to a personal vehicle is required.

Why Join Us?:

- **Make an Impact:** Help expand access to grief support services within Spanish-speaking communities and strengthen awareness around grief and healing.
- **Supportive Environment:** Work within a compassionate, collaborative, and mission-driven team grounded in respect, inclusivity, and heart-centered care.
- **Professional Growth:** Access ongoing training, supervision, and opportunities for professional development in grief support, education, and community engagement.

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 position.