

Job Title	Adult Support Group Manager
Employer/ Agency	Bo's Place
Job Description	<p>Management of the Adult Grief Support Group Program</p> <ul style="list-style-type: none"> • Responsible for the application and registration process for all potential Adult Group participants (daytime and evening groups), including review of all intake forms and coordination with community mental health professionals, as needed. • Coordinates with the Adult Daytime Coordinator regarding placement of participants in the Thursday Daytime Adult Group and regarding curriculum and pre-set activities for each group session. • Manages the Wednesday Evening Adult Group volunteer facilitators (approx. 8) – sends reminder emails/calls before group, runs pre- and post- group on group nights, tracks attendance and follows up after group, as needed. Brings unresolved volunteer facilitator issues to the Director of Volunteer Services and Community Education/Outreach for support. • Manage Wednesday Evening Adult Group members (approx. 50) – sends reminder emails/calls to participants before group, greets participants on group nights and assists in groups as needed, tracks attendance, follows-up with group participants on a weekly basis concerning their experience in group and absences, as needed. Brings clinical issues to Program Director for support. • Participates in regular supervision meetings with the Program Director to review clinical issues. • Prepares activities for each group and responsible for the review and enhancement of the Adult Group curriculum • Participates in staffing special grief support programming, including, but not limited to the weekend family bereavement camps, Camp Healing Hearts and Campamento Sanando Corazones (currently held the weekend before Thanksgiving) and the Bilingual Women's Retreat. <p>Program Evaluation/Quality Improvement</p> <ul style="list-style-type: none"> • Participates in administering assessments to children enrolling in grief support groups. • Stays current in knowledge of literature, research, trends in the grief and bereavement support field. • Prepares monthly statistical reports for the Program Director. <p>Community Education/Outreach Responsibilities</p>

	<ul style="list-style-type: none"> • Participates in a proportionate amount of responsibility with other clinicians in trainings and outreach offered both onsite at Bo's Place and in the greater Houston community at the request of the Program Director and Director of Volunteer Services and Community Education/Outreach. • As directed by the Director of Volunteer Services and Community Education/Outreach, cultivates and makes use of working relationships with other organizations and individuals to build referral sources and to find ways to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place. • Serves as an ambassador/advocate, representing Bo's Place to clients, other organizations and the general public.
Qualifications	<ul style="list-style-type: none"> • Fluent in English • Bilingual in English and Spanish preferred. • Graduate degree in social work, counseling, psychology or marriage and family therapy. • Current Texas State license in professional field. • Clinical experience with adults, children, families and groups • Malpractice insurance coverage at maximum level • Skills in supervision of staff/volunteers
Salary/Hours	This is a full time position with additional evening and weekend hours necessary, at times, to accomplish Bo's Place objectives.
Employer/Agency	Bo's Place
Address	10050 Buffalo Speedway
City, State, Zip	Houston, Texas 77054
Email Address	info@bosplace.org
Application Method	PLEASE EMAIL RESUME TO: info@bosplace.org For questions: info@bosplace.org
Opening Date	07.01.19

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