

<b>Job Title</b>	Group Coordinator (Bilingual)
<b>Employer/ Agency</b>	Bo's Place
<b>Job Description</b>	Responsible for oversight of a minimum of one weekend grief support group in the East End (Spanish) and one weeknight grief support group at the Bo's Place home location (English). Responsibilities also include responding to Spanish and English inquiries to the Bo's Place Information and Referral Line; translation of materials into Spanish; presenting at selected community trainings, volunteer facilitator training and community talks; conducting intake and registration for families and individuals interested in grief support groups; participation in recruitment, training, supervision and retention of volunteer facilitators (including bilingual speaking volunteers); participation in program evaluation/quality improvement and participation in training and supervision of interns. The Group Coordinator Position is a full-time position based upon a flexible 40+ hour work week to accommodate weekend and evening program objectives.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be fluent in English and Spanish (read, write and speak fluently).</li> <li>• Must be available to supervise a weekend support group, as well as a week night support group.</li> <li>• Graduate degree in social work, counseling, psychology or related mental health field.</li> <li>• Licensed mental health professional with a current Texas license.</li> <li>• Clinical experience in working with children, adolescents, adults and families; experience with groups preferable.</li> <li>• Malpractice insurance coverage at maximum level.</li> </ul>
<b>Employer/Agency</b>	Bo's Place
<b>Address</b>	10050 Buffalo Speedway
<b>City, State, Zip</b>	Houston, Texas 77054
<b>Contact Person</b>	Donna Jaffe
<b>Contact Title</b>	Administrative Director
<b>Telephone Number</b>	713-942-8339
<b>Fax Number</b>	713-942-2252
<b>Email Address</b>	info@bosplace.org
<b>Application Method</b>	Email or mail cover letter and resume to info@bosplace.org
<b>Opening Date</b>	Immediately

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