

JOB DESCRIPTION

GRIEF SUPPORT COUNSELOR / MFT INTERN

DEPARTMENT: HOSPICE

REPORTS TO: BEREAVEMENT COORDINATOR OF DESIGNATED AREA

POSITION SUMMARY

This position provides bereavement counseling, education and resource referrals to bereaved family and friends of hospice patients as well the community at large. This is in accordance with accreditation guidelines, Medicare and State regulations and the agency's policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Provide a setting that promotes comfort, dignity and empowerment.
- Convey knowledge of multi-cultural attitudes toward death and dying.
- Identify manifestations of abnormal bereavement and provide appropriate referrals.
- Provide individual bereavement counseling when requested by supervisor.
- Facilitate Grief Support Groups for adults and adolescents by assisting survivors in working through issues of grief and loss and helping them access personal and community resources to reach their highest degree of comfort and support after experiencing a loss.
- Maintain attendance records of groups and necessary documentation of client contact.
- Maintain confidentiality.
- Educate individuals and community about the hospice philosophy and end of life challenges and bereavement.
- Maintains a positive and professional attitude.

QUALIFICATIONS AND REQUIREMENTS

EDUCATION

Masters degree in psychology or social work

REQUIREMENT

To receive clinical supervision by appropriate personnel for one hour for every 10 hours of patient contact.

GRIEF SUPPORT COUNSELOR / MFT INTERN**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work occasionally with interruptions.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone frequently.
- Must be able to work frequently with computer.
- Must be able to sit frequently.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach, twist, crouch, crawl, and kneel occasionally.
- Must be able to lift an object up to 10 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 10 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 10 lbs. occasionally.
- Must be able to lift overhead an object up to 10 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff frequently.
- Must be able to occasionally work in a fast pace office with occasional interruptions and meeting deadlines.

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- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion occasionally.
- Hands – fine manipulation frequently.
- Hands – gross manipulation occasionally.
- Grasping: Right – simple grasp occasionally
 Left – simple grasp occasionally
 Right – firm grasp occasionally
 Left – firm grasp occasionally

Simple grasp = under 50 lbs. Firm grasp = over 50 lbs.

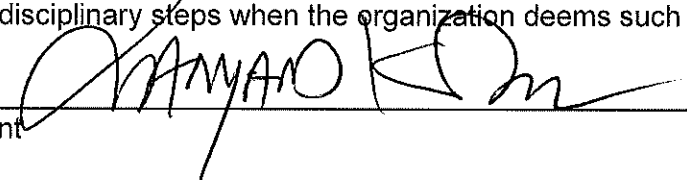
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



 President

10/17/17

 Date

 Supervisor

 Date

 Employee

 Date