

## **DIRECTOR, Grief Care**

### **Mountain Area Pregnancy Services**

**Objectives of the position:** The Director of Grief Care coordinates and works collaboratively with team members, staff, and volunteers of Abortion Recovery, Pregnancy Loss and the Eva's Footprints programs.

This includes administration, education, and coordinating grief services and end of life care (EOL) to meet client's needs. The director cooperates with staff and volunteers in developing a comprehensive range of services to: inform, support, and guide clients and families through the process of grief before, at the time of, and after the death of a baby; educate, train, and support individuals in their professional or volunteer roles with MAPS; and anticipate and respond to community education and supportive needs related to grief care in abortion recovery, pregnancy loss, and life-limiting diagnoses.

**Reports to:** Executive Director

**Status:** Non-Exempt, PT (15 hours/week) =2 days/week

**Supervises:** All grief related client services volunteers and supports grief staff for Eva's Footprints, Pregnancy Loss, and Abortion Recovery (S.O.A.R.)

#### **Minimum Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position
3. Have a bachelor's degree or related degree
4. Previous counseling experience required.
5. Minimum of two years' experience as a volunteer or in some ministry capacity in a non-profit organization.
6. Exhibit skill in interpersonal communication including training and staff/volunteer supervision.
7. Be able to provide spiritual leadership, discipleship, and support to the staff and volunteers.
8. Be able to carry out responsibilities with little or no supervision.
9. Bachelor's or Masters in Counseling and/or certification in Biblical Counseling

#### **Essential Functions:**

##### **Administration**

1. Make prayer an integral part of the day-to day operation of the pregnancy center and Grief Care Programs.
2. Formulate and revise operational policies and procedures necessary for consistent operation of Grief Care, with Executive Director's approval.

3. Handle routine business calls related to grief.
4. Attends weekly staff meetings.
5. Interact with and relate to client or staff needs, progress of Grief Care Programs, goal-setting and implementation
6. Provide monthly and year-end client statistical reports to the ED
7. Coordinate annual Celebration of Life event for Grief Care Programs (October 15).
8. Provide ongoing supervision and evaluation support for volunteers relating to Grief Care
9. Update forms for Grief Care.
10. Develops and implements educational programs and provides consultation for miscarriage, life-limiting diagnosis, stillborn and infant death in regard to grief support and EOL issues.
11. Assists and support the SOAR Program Director.
12. Establishes small group support groups and Bible studies as needed for grief clients.
13. Maintains current and accurate information on bereavement and EOL care that promotes evidence-based practice and patient/family satisfaction.
14. Helps assess and improve quality and efficiency of processes focused on grief and EOL care.
15. Provides oversight of legal, regulatory, policy, and practice guidelines that affect implementation of Grief Care Programs.
16. Represents MAPS and Grief Care Programs in the community, EOL programs, and support groups.
17. Performs other job-related responsibilities as requested by supervisor.

### **Public Relations**

1. Participate in fundraising events, as requested by the ED.
2. Participate in meeting with other organizations related to the needs of clients, as requested by the ED.
3. Represent the ministry and services of the pregnancy center as requested by ED.

### **Client Services**

1. Oversee counseling and education for Eva's Footprints, Pregnancy Loss and Abortion Recovery for clients.
2. Provide counseling as necessary to meet client needs.
3. Assist in coordination of grief small groups & Bible study groups.

### **Training**

1. Plans and supervises training and ongoing in-service education for the grief care program.

**4-20-21 KAB**