



Youth Bereavement Services Coordinator Role Description

JOB TITLE: Children's Program Coordinator

RESPONSIBLE TO: Executive and Clinical Director

LOCATION OF WORK: 2306 Hancock Drive, Austin, TX, 78756

APPOINTMENT LEVEL: 50%, Part-Time

SALARY RANGE:

Additional benefits: vacation, sick leave & holiday time; mileage reimbursement.

Job Summary

YBSC is responsible for coordinating and providing direct bereavement services to all youth and families, including completion of intake biopsychosocial, in-person intake assessments, individual and family counseling, and coordinating peer-support groups for children and teens. YBSC may be responsible for the supervision of interns and volunteers.

RESPONSIBILITIES:

Kids Who Care/Teen (Peer-Based Support Groups)

- Plan and facilitate bi-weekly on-site children's group
- Plan and facilitate bi-weekly on-site Teen group (one online and one in-person)
- Provide individual services to high-needs children/teens that are not appropriate for intern assignment (utilizing a trauma-informed approach)
- Maintain client caseload in conjunction with Director of Clinical Services
- Provide crisis management response as needed in conjunction with Director of Clinical Services
- Utilize research to create and utilize developmentally appropriate interventions for children aged 5-12 and adolescents 13-18
- Maintain communication with parents/guardians to encourage participation and monitor progress of children
- Utilize program evaluation tools to ensure program effectiveness
- Inventory and purchase supplies to ensure necessary materials available at each meeting
- Create a warm, healing environment for families
- Plan, organize and facilitate children and teen off-site outings and/or retreats

Program Coordination & Volunteer Management

- Coordinate volunteer facilitator coverage for children and adolescent groups



- Provide initial training for new volunteers supporting on-site groups

Coordination of grief support services

- Respond to inquiries about services/groups offered by the Center
- Keep up with tracking and client information in Apricot Database in a timely manner
- Ensure meetings rooms and restrooms are stocked, and tidy before and after groups

OTHER DUTIES AS ASSIGNED

Requirements

- Bilingual Spanish/English preferred
- LPC/LMFT/LCSW preferred; clinicians under supervision will be considered
- Familiar with Microsoft Office Suite (Word, Excel, Powerpoint primarily)
- Familiar with and comfortable with use of computers and computer software to manage data
- Comfortable and enthusiastic about meeting new people and conducting information sessions/tables/fairs/ other outreach
- Good communications skills, working with clients, volunteers, donors and colleagues
- Available once a week in the evenings
- People of color and LGBTQ+ individuals highly encouraged to apply

About The Christi Center

Mission: We offer hope after the death of a loved one by providing support networks, community education, and therapeutic activities that are free, peer-based, and ongoing.

Our vision is a community where no one has to grieve alone.

The Christi Center is located at 2306 Hancock Dr., Austin, TX 78756 with a satellite office in Georgetown. Some travel is required, mileage is reimbursed.