



## **JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at [http://www.billwilsoncenter.org/bwc\\_jobs/](http://www.billwilsoncenter.org/bwc_jobs/)*

### **JOB TITLE: Grief Counselor**

The Grief Counselor is responsible for facilitating the Healing Hearts program grief counseling model for “littles”, “middles”, “teens” and adults. Supervisory responsibilities are primarily with management of volunteers who support individuals and families experiencing loss. Grief counselor will have their own caseload and support Bill Wilson Center in providing culturally competent services to those who are seeking out support to deal with their loss(es) in a holistic approach using evidence based practices. Grief counselor may also support other BWC programs/contacts that provide counseling services to clients of all ages.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Essential Duties:**

- Provide direct services including individual and group counseling and case management to assigned clients in need
- Solve practical problems and deal with a variety of unpredictable situations where only limited standardization exists
- Assess and determine the clinical needs of the client and develop treatment plans for addressing those needs.
- Assist in interviewing of new volunteers and match them to grief clients by assessing client's needs once they have been assigned by Centralized Intake
- Provides individual and group clinical supervision for volunteers
- Facilitate workshops/support groups
- Co-facilitate a 24-hour training component on grief and counseling practice to new volunteers
- Engage in events, activities, presentations and reporting activities to include events hosted by funders/donors to CLWD programs
- Ensure that all paperwork and outcome studies by volunteers are completed in a timely manner
- Provide referral assistance to health services, drug and alcohol services and mental health services
- Assist in community Memorial events including Light of Lights
- Assist in co-facilitating quarterly retreats for people dealing with HIV, AIDS and other life threatening illnesses
- Maintain statistical data and complete reports as needed/assigned
- Attend agency and other program meetings as required
- Assist with Crisis Intervention services as needed
- Provides Outpatient and School Outreach counseling as needed.

Grief Counselor

- Works closely with Centralized Intake and assist with coordination of Grief groups.
- Participate in agency Program Quality Improvement activities and initiatives
- Participate in agency Safety initiatives and proactively report safety issues to management immediately.
- Responsible for ensuring program outcomes as well as outcomes and outputs as related to contracts
- Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES:**

This role is responsible for training and support of volunteers, interns and clients enrolled in CLWD groups. Consultation on grief support provided to BWC staff as needed.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

Master's Degree in Counseling or related field, 2-4 years related field experience. Experience working with culturally diverse families required. LMFT, LCSW or LPCC highly desired with 2 years post license, however Associates will be considered.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Driving is a requirement of the job (valid California driver's license with access to a personal vehicle that can be used for company business and current personal automobile insurance). Current CPR and First Aid Certification required (or complete within 30 days of hire). Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB Test required.

### **MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts as required for reporting.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software. Internet research skills are a plus.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to sit; stand, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.**

**SALARY RANGE:**

\$75,000 - \$83,000 annually. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

**For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:**

**BILL WILSON CENTER**  
**ATTN: Resumes**  
**FAX: (408) 244-4022**  
**Email: [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)**

**EEO:**

*Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.*

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.*