



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/

JOB TITLE: Grief Support & Response Specialist – 20 hours

SUMMARY:

Under the direction of the Supervisor of CISM, Education and Training, Grief Support Response Specialist will be responsible for the execution of grief support and CISM responses and follow ups to CISM requests. Response specialist will assist Supervisor in all aspects of grief education and training for BWC Staff and Interns, emergency responders, health care professionals, schools, corporations, hospitals, social service agencies and the community at large. Responsible for responding within the community and may be assigned to triage incoming requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Supervisor with ongoing training and education on the issues of grief, loss, trauma, serious illness and stress
- Implements trainings for special topics as assigned
- Meets with Supervisor of CISM Education and Training weekly for planning/ supervision
- Attends community and Health/Disaster response related meetings throughout the community as needed
- Assists Supervisor with special events such as Light of Lights Candle ceremony and Grief in the Holidays or Rejuvenation Retreat events
- Conducts Adult and Youth Crisis Interventions as requested from community including charges for service when appropriate
- When assigned responds to requests for CISR by screening, identifying needs and supporting response.
- Ensures that CISM forms are submitted for billing
- Provides crisis phone support as needed
- Attend agency and other program meetings as appropriate

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- Ensure that site is neat and tidy and report all maintenance or safety issues to manger or Facilities Manager immediately.
- Regular attendance is a requirement of the position.
- Participate in agency Program Quality Improvement activities and initiatives
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job supervises volunteers.

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:

Bachelor's Degree in Counseling or related field, 2-4 years related field experience. Master's Level preferred. Experience working with culturally diverse families and grief and loss, required.

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:

\$33.00 – 35.00 per hour, 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

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.

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