

ConnectionsPlus Healthcare + Hospice Job Description

POSITION NAME: Bereavement Coordinator		
APPROVED BY: Full Board		
REVISION: 2/21/08, 1/30/09, 1/6/12, 1/10/17, 7/11/24		
SIGNATURE:	TITLE: CEO/Executive Director	DATE:

I. POSITION

Bereavement Coordinator

II. PRIMARY PURPOSE AND JOB FUNCTION

To provide bereavement follow-up to families, caregivers of ConnectionsPlus families, community clients, and ConnectionsPlus staff according to individual needs and desires. To serve as a community resource in areas of grief and loss by providing bereavement support, education, and counseling to the community.

III. QUALIFICATIONS

1. Bachelor's degree required in an area with major focus on counseling, such as social work, counseling, psychology, or pastoral counseling. MSW License eligible preferred.
2. At least one year experience in counseling or education in grief or loss counseling (or related field).
3. Excellent communication and telephone skills.
4. Emotionally mature and capable of dealing with dying and bereavement individuals.
5. Able to function independently.
6. Flexible schedule to allow for evening support groups and community presentations.
7. Valid driver's license, reliable transportation, current motor vehicle insurance, and driving record per hospice policy.

IV. ESSENTIAL JOB FUNCTIONS

1. Works with Interdisciplinary Team (IDT) to identify bereavement risk factors and develop a bereavement plan of care.
2. Incorporate information gathered from the patient's initial assessment and bereavement assessments into the bereavement plan of care.
3. Conduct bereavement assessment in accordance with the appropriate level of care.
4. Make bereavement calls, visits, and offers to provide bereavement services. Provide follow up support as needed. Document in the client's electronic record.
5. Work with bereavement volunteers and make assignments as appropriate.
6. Refer clients to grief counselor and community resources, including support groups, as appropriate.
7. Serve as resource on grief and loss issues to staff. Provide short-term assistance to staff as needed.
8. Assist supervisor in developing/revising bereavement services policy as needed.

9. Facilitate hospice grief support group meetings as assigned.
10. Provide community education programs about grief and loss.
11. Work with IDT to coordinate the Rose Program at the time of death sending of sympathy cards and mailings to ConnectionsPlus families as directed.
12. Provide bereavement counseling to hospice family members after a patient's death as requested.
13. Provide pre-bereavement counseling support to family members as requested.
14. Perform chart reviews and Quality Assurance and Performance Improvement (QAPI) activities as directed.
15. Participate in training/continuing education about grief/loss issues.
16. Provide bereavement education and support to the staff of facilities that have cared for our patient, upon request.
17. Coordinate annual memorial services.
18. Perform other tasks/duties as assigned.

V. WORKING CONDITIONS

Primarily works in the hospice office setting. Visits to clients' homes, long-term care facilities, hospitals, and area agencies and businesses will be necessary.

VI. REPORTS TO

Director of Counseling Services

Acknowledgement: I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Organizational needs may necessitate performance of multiple tasks, duties, and responsibility, including but not limited to assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all-inclusive and that ConnectionsPlus Healthcare + Hospice reserves the right to revise and/or change job requirements and responsibilities as needed.

Ifurther understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

Bereavement Counselor

Director of Counseling Services

Date: _____

Date: _____