



Acacia Hospice Care of Lake Havasu, INC

JOB DESCRIPTION
Bereavement Coordinator

REPORTING RELATIONSHIP:

Supervised by: Director/Manager of Patient Services
Positions Supervised: Bereavement Staff
Interrelationships: Patients, family, IDG and other health care team members

JOB SUMMARY:

To provide supportive services to help meet the needs of the terminally ill Hospice patient and family as needed. To provide assistance and understanding to the family in time of bereavement. To work as a member of the Hospice team in providing Hospice care. Responsible for developing, implementing and supervising the bereavement program and for the delivery of related services.

QUALIFICATIONS:

Educational/Degree: Graduate from an accredited institution of social work, preferred.

Knowledge/Skills/Ability: Ability to work independently, make accurate, and at times, quick judgments. Ability to supervise others appropriately. Ability to respond appropriately to crisis outside of a hospital setting. Acceptance of and adaptability to different social, racial, cultural and religious modes.

Experience: Minimum 2 years of experience in a related field, preferred. Must have experience or education in grief or loss counseling. Active patient contact within past three years, preferred.

JOB FACTORS:

Physical Requirements:

Requires minimal physical effort most of the day including kneeling, squatting, reaching, twisting, climbing, walking, exposure to temperature and humidity changes and minimal assist in lifting and/or transferring of a 20 pound patient. Must possess sight/hearing senses or use appropriate adaptive devices that will enable senses to function at a level required to meet the essential duties of the position. Must provide evidence of annual TB test and other state-required tests or examinations.

Mental Requirements:

Must be able to work independently, make judgments based on assessments and data available and act accordingly. Must be flexible, innovative and possess good interpersonal skills. Must be able to cope with mental and emotional stress and demonstrate emotional stability.



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Working Conditions:

Be able to tolerate exposure to elements including, but not limited to, odors, blood, body fluids and excrements, adverse environmental conditions and hazardous materials.

Transportation:

Must have a current valid driver's license, auto liability insurance and reliable transportation.

Essential Functions:

1. Manage the bereavement services program utilizing professional staff and volunteers.
2. Oversee adequacy and appropriateness of bereavement programs for patient and family members.
3. Develop new bereavement programs and services as needed.
4. Develop educational programs and materials for patients/families, staff and the community regarding loss, grief and coping with bereavement.
5. Assist Hospice in educational training program.
6. Design materials for distribution to families eligible for and/or receiving Hospice bereavement services.
7. Plan, implement and supervise bereavement group events.
8. Supervise support staff involved in bereavement program.
9. Oversee bereavement follow-up by patient care staff and volunteers.
10. Oversee the volunteer component of the bereavement services.
11. Conduct the bereavement section of the IDG conference.
12. Participate in the maintenance of the bereavement component of the community and staff resource libraries.
13. Participate in the orientation and training of new employees and volunteers working in the Hospice program.
14. Prepare reports as requested by management.
15. Attends IDG conferences.
16. Works with IDG concept of patient care.



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17. Other duties as assigned by Director/Manager of Patient Services.

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

Employee Signature

Date