

CRATER COMMUNITY HOSPICE, INC.

POSITION DESCRIPTION

TITLE: Hospice Bereavement Coordinator
REPORTS TO: Director of Clinical Services FLSA: Exempt

I. PRIMARY FUNCTIONS/GENERAL PURPOSE OF POSITION:

As a member of the interdisciplinary team, works under the direction of the Director of Clinical Services in the coordination of all aspects of the bereavement program.

II. EMPLOYMENT QUALIFICATIONS:

1. Bachelor's degree in social work, sociology, psychology, or rehabilitation counseling from an accredited four-year college or university, with major studies in social work, sociology, psychology, or family and child development with at least three years experience in case work or counseling in a health care delivery system.
2. Master's Degree in social work preferred.
3. Interviewing, listening, and assessment skills to evaluate family coping abilities.
4. Interpersonal skills necessary to relate on a continuing basis to the bereaved, volunteers, interdisciplinary team members and other healthcare providers.
5. Knowledge and skill in group dynamics and process necessary to coordinate and facilitate support groups.
6. Ability to work in a stressful environment and manage stressful situations on a daily basis.

III. ESSENTIAL JOB FUNCTIONS:

1. Based on the assessment of the family's bereavement needs, oversees development of the bereaved individual's plan of care.
2. Delivers bereavement services in accordance with the bereavement plan of care and assists families in identifying and utilizing information and services from other community resources.
3. Prepares progress notes and incorporates into bereavement record.
4. Acts as a consultant to hospice staff.
5. Maintains records of those receiving active bereavement care for the purpose of bereavement documentation.
6. In coordination with the bereavement team (social services, spiritual care and volunteer services), determines training, qualifications, responsibilities and reporting requirements of individuals providing bereavement care.

7. Maintains continuous compliance with all regulations related to the bereavement program.
8. Oversees activities of individuals providing bereavement care.
9. Develops educational programs for families and staff on loss, grief, and related topics.
10. Oversees maintenance and utilization of bereavement resources.
11. Designs new bereavement programs and services as appropriate.
12. Participates in weekly interdisciplinary group conferences and provides bereavement reports as required. Participates in quarterly QAPI meetings and provides bereavement reports and activities as appropriate.
13. Participates in community and volunteer education programs.
14. Participates in monthly bereavement care plan reviews with bereavement staff.
15. Plans memorial services for staff, hospice families and facility staff as needed to meet the needs of Crater Community Hospice and the community.
16. Work requires that the employee travel outside the office and provide own transportation with mileage reimbursement from the agency.
17. Demonstrates the knowledge and skills necessary to provide care appropriate to the age of the patients served. The individual must demonstrate knowledge of the principles of growth and development of the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age, specific needs and to provide the care needed as described in the organization's policies and procedures.
18. Provides bereavement support to patients, families, and staff of those facilities in the community where CCH provides services and documents same to show outcomes.
19. Participates in the death and dying/bereavement training of hospice volunteers and staff.
20. Other assignments as may be appropriate.

IV. OTHER JOB FUNCTIONS:

1. Participates in continuing education programs to promote professional growth and understanding of bereavement care.

V. WORKING CONDITIONS:

1. Works in normal office conditions where there are few physical discomforts due to dust, dirt, noise.

2. Work requires travel outside the agency, approximately within a 50 mile radius. May require provision of service in high crime areas, poor environmental conditions, and non-handicapped accessible sites.
3. The individual performing this job may reasonably anticipate coming into contact with human blood and other potentially infectious materials. Individuals in this position are required to exercise universal precautions, use personal protective equipment and devices, and learn the policies concerning infection control.

VI. CRATER COMMUNITY HOSPICE, INC. MISSION FOCUS:

All employees are responsible for extending the mission and values of Crater Community Hospice, Inc. by understanding each customer, treating each patient, staff member, and community in a dignified manner with respect, kindness, and understanding and subscribing to the organization's commitment to quality and service.

VII. APPROVALS

DATE

Board of Directors: _____

Chief Executive Officer: _____

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are not to be construed as an exhaustive list of all job duties. This document does not create an employment contract, and employment with Crater Community Hospice, Inc. is "at will".