

Job Title	Groups Manager
Employer/ Agency	Bo's Place
Job Description	<p>JOB SUMMARY</p> <p>In keeping with the purpose, mission and vision of Bo's Place, the Groups Manager assists with the implementation of the Bo's Place programs. The job responsibility is divided into five areas: management of assigned groups and programming, responding to information and referral inquiries, program evaluation/quality improvement, community education/outreach and administrative. The Groups Manager is a full time exempt position reporting to the Program Director.</p> <p>Management of Assigned Groups and Programming:</p> <ul style="list-style-type: none"> • Responsible for coordinating designated grief support groups and programming including communication and management of participants and volunteers. • Responsible for management of participants in assigned group or programming from the tracking and documentation needed for the registration process leading up to placement, and the support and communications needed once placed. • Participates in regular supervision meetings with the Program Director. • Participates in recruitment, ongoing training, supervision and retention of volunteers and interns. • Responsible for the ongoing upkeep of the Bo's Place facility. • Responsible for review and enhancement of the group curriculum and program activities appropriate to the various ages served. <p>Information and Referral/Intake Responsibilities</p> <ul style="list-style-type: none"> • Responds to Information and Referral Calls/Inquiries • Assists in reviews and updates of the information and referral resource list. <p>Program Evaluation/Quality Improvement</p> <ul style="list-style-type: none"> • Stays current in knowledge of literature, research, trends in the grief and bereavement support field. • Participates in ongoing evaluation of program services for quality

	<p>improvement with the Program Director.</p> <p>Community Education/Outreach Responsibilities</p> <ul style="list-style-type: none"> • Participates in training and outreach presentations offered both online and onsite at Bo's Place and in the greater Houston community. Both presents and assist in developing new materials. • In coordination with the Outreach Director, cultivates relationships with other organizations and individuals to build referral sources and to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place. • Provides assistance and participates in education awareness and outreach events including but not limited to Bo's Place internal events (i.e.: A Dia de los Muertos Event, Volunteer Appreciation event, quarterly outreach events, open houses) external events (i.e. community fairs, speaking engagements, etc.) <p>Administrative Responsibilities</p> <ul style="list-style-type: none"> • Participates in program staff and Bo's Place staff meetings. • Attends and assists in special events (i.e., Hearts of Hope, Marathon Hoopla Station, Derby party), as requested. • Submits program news and stories for Bo's Place e-newsletters and publications. • Maintains and updates participant data in the program database and other data needed for grants and monthly reports. • Performs other duties as requested by the Program Director and/or Executive Director
Qualifications	<ul style="list-style-type: none"> • Graduate degree in social work, counseling, psychology or marriage and family therapy. • Current Texas State license in professional field. • Clinical experience with adults, children, families and groups • Malpractice insurance coverage at maximum level • Fluency in Spanish preferred • Proficiency in Microsoft applications required. • Skills in supervision of staff/volunteers • Flexible and able to maintain a supportive, helpful attitude while working with different constituent groups such as volunteers, other staff. And members of the community. • Ability to tolerate intense affect, including strong expressions of grief.

	<ul style="list-style-type: none"> • Strong organizational skills. Excellent verbal and written communication skills. • Strong team orientation. • Integrity, warmth, positive outlook, compassion and a good sense of humor. • Ability to discern and protect privileged/confidential information. • Ability to multi-task, organize and prioritize tasks.
Salary/Hours	This is a full-time exempt position with additional evening and weekend hours sometimes necessary, to accomplish Bo's Place objectives. Work duties may be location specific to Bo's Place, satellite locations or other work sites.
Address	10050 Buffalo Speedway
City, State, Zip	Houston, Texas 77054
Email Address	info@bosplace.org
Application Method	PLEASE EMAIL RESUME TO: info@bosplace.org For questions: info@bosplace.org
Opening Date	07.01.19

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