Purpose:
Works with team director to create, implement, and maintain exceptional programming throughout the designated service area. Provides grief and loss expertise to the entire Amanda the Panda team, and works with all sectors of the program to ensure innovative programming and services are being provided to the community. Works with director to create partnerships and provide presentations to community organizations and constituencies.

Responsibilities:
• Plans, promotes, organizes, directs and evaluates program activities.
• Participates in the design of new programs and implements once developed.
• Focuses on children, teen, and family based-activities and programming
• Actively seeks opportunities in the community to educate on Amanda the Panda and provide presentations.
• Provides tours to families and interested groups, and performs intake process with new families.
• Provides grief education to communities, families, organizations, and works with director to train volunteers.
• Plans and facilitates grief support groups and memorial programming for families, schools, and communities.
• Develops strategy with team director for driving the program to be well-recognized as experts in the field of grief and loss.
• Provide bereavement coordination to HCI Hospice Care families.
• Develops strategy and curriculum(s) for high-profile community losses.
• Assures community access to grief education and referral in conjunction with director.
• Actively participates in team meetings, committees and quality improvement planning and processes.
• Work with office manager on registration process and maintaining participant records, including background checks for volunteers and staff.
• Provides review of programs and communicates review outcomes to Team Director.
• Assists in ensuring interns walk away with a strong foundation in grief and loss education.
• Assists children, family members and all contacts according to the general performance standards, demonstrating organizational values with all interactions.
• Provides a programmatic link between HCI Bereavement Care, Strong Foundations individual therapy, and ATP peer support.
• Assists when needed in other areas of ATP day-to-day.
• Brings expertise in grief and loss and a willingness to be flexible in day-to-day needs of a small, evolving program.
• Challenges ATP staff and stakeholders to provide innovative programming and services, excellence in care and education to families.

Qualifications:
• Bachelor’s degree in related field and three years experience in related field (or Master’s Degree and one year experience)
• Knowledge of grief and bereavement theory and practice
• Experience and/or knowledge of end-of-life
• Experience working directly or indirectly with children, teens, and/or families
• Ability to effectively interact with individuals and groups
• Ability to plan and conduct training and education programs
• Ability to work independently and exercise independent judgment
• Ability to develop relationships with other employees, families, volunteers and within the community
• Ability to communicate effectively, verbally, in writing and in public with individuals and groups
• Strong keyboarding and computer skills with the ability to learn work-related software
• Ability to use administrative skills and to supervise and coordinate services
• Sensitive to the needs of terminally ill patients and families and one’s own feelings about dying and death
• Mandatory Reporter of Child and Dependent Adult abuse training certification (within 30 days of hire)
• Current Iowa driver's license and auto liability insurance
• Successful completion of pre-employment physical, drug screen, 2-step TB test and background check

Working Conditions:
• Physical requirements: Medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
• Physical activities: bending, stooping, squatting, kneeling, fingerling and gripping and reaching
• Environment; Office space, schools, other meeting locations. Environment may vary
• Travel: Travel required between locations; Ability to access businesses

These characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all-inclusive. You may be required to perform other duties to meet the on-going needs of the organization.

HCI Care Services and VNS of Iowa is an equal opportunity employer. Employment practices are implemented without regard to race, creed, color, sex (including pregnancy), sexual orientation, gender identity, citizenship, national origin, religion, veteran status, genetic information or on the basis of age or physical or mental disability unrelated to ability to perform the work required.