

JOB DESCRIPTION Blue Butterfly Counselor

Occupational Exposure Risk: **Category II**

Job Summary

Statement of Purpose:

The purpose of the Blue Butterfly Counselor is to enhance the quality of the Blue Butterfly Family Grief Center for Tidewell Hospice families, and community families. The Blue Butterfly Counselor will provide bereavement education, interventions and support services through individual and group support, grief workshops or seminars, resource information and referrals to other agencies as appropriate.

Primary tasks, duties, and responsibilities:

1. Promotes and practices the Hospice mission and values and follows policies and procedures of Tidewell Hospice.
2. Conducts intake assessments of children and families to determine eligibility for grief support services and group readiness for the Blue Butterfly Family Grief Center.
3. Assesses need for counseling related to risk assessment for pathological grief, risk of suicide, abuse or neglect and collaborates with the Department of Children and Families on the child or family's needs.
4. Facilitates evening support groups at the Blue Butterfly Family Grief center for children, adults and families on an ongoing basis to meet community's bereavement needs.
5. Assists with responsibility of overseeing group night execution including pre/post meetings, and family group placement.
6. Provides on-going case management, re-assessment and care plan updates for individual children, adults and families.
7. Provides individual and family grief counseling to children, teens and adults from the Blue Butterfly Family Grief Center.
8. Helps maintain and nurture relationships with Blue Butterfly families between active sessions.
9. Assists with special events, outings, and camps for bereaved children, adults and families.
10. Assists with curriculum planning for grief support groups at all locations of the Blue Butterfly Family Grief Center.
11. Assists with orientation, training and ongoing communication with volunteer facilitators who participate in the Blue Butterfly support groups.
12. Maintains patient documentation within the Electronic Medical Record (EMR), including written Plan of Care, and ensures that services provided, and contact made are documented as required for surveying and accrediting agencies.
13. Educates staff, volunteers, facilities and community members regarding the variety of services available.
14. Responsible for complete confidentiality of client records.

Secondary Responsibilities:

Every incidental duty connected with the Family Care Specialist position cannot be specified in the job description and the colleague, at the discretion of the Vice President of Grief Education and Support Services, may be required to perform duties that are not included in this job description.

Physical Requirements:

Required to sit, stand, and drive for long periods of time. Manual dexterity and color visual acuity necessary to type using a computer keyboard, visually read information off of a computer monitor and paper documents. Requires ability to orally communicate information over the telephone in person and hear responses. Requires ability to lift/carry up to 25 lbs.

Educational/Professional:

1. Master's Degree in Counseling or a related field or two years supervised counseling experience.
2. LCSW, LHMC, LMFT preferred. Certification in Thanatology a plus.
3. Two years of full-time clinical practice with grief and loss counseling required.
4. Two years of experience working with children preferred.
5. An equivalent combination of professional experience and education may be considered as meeting the Education/Professional requirements.

Knowledge, Skills, and Abilities Required:

1. Good clinical, counseling, presentation and organizational skills.
2. Ability to work independently and as part of a team.
3. Demonstrated proficiency in Microsoft Windows, Office Suite, and Hospice related software programs and keyboarding skills (35wpm).
4. Ability to communicate and establish effective working relationships, utilizing problem-solving techniques.
5. Ability to anticipate and handle any bereavement situation.
6. Knowledgeable and able to speak comfortably regarding the stages of dying and post death bereavement and the grieving process with patients, care givers, staff and community.
7. Must be able to travel within Tidewell's service areas as needed during daylight and night time hours in all weather conditions and abide by Tidewell motor vehicle record (MVR) guidelines.
8. Must be willing to work evening and nighttime hours to accommodate children and family schedules.
9. Possess a current Florida drivers' license, state required auto insurance coverage, and reliable transportation

Machines/Equipment/Tools Used:

All general office equipment including personal computer, laptop, telephones, fax/copier/scanner.

Responsible To: Vice President, Grief Education & Support Services

In the event that the Vice President, Grief Education & Support Services is absent or the Direct Supervisor position is vacant, please refer to the Organizational Chart for the "Chain of Command" within the organization.

Tidewell Hospice adheres to Local, State and Federal mandated Educational and Continuing Education requirements. The organization's Education Department will inform and provide you with a monthly Education Calendar indicating dates and times for all programs. It is the responsibility of your Direct Supervisor to ensure that you are informed of the educational requirements to meet the standards of your position.

"I have read, understand and accept the job duties and essential functions as stated above. By my signature, I also attest that I can perform all duties, physical requirements and responsibilities without any accommodations."

Furthermore, I recognize that this signed job description is neither a contract nor a promise of employment, rather an acknowledgement that I understand what the position entails.

Colleague Name: _____

Colleague Signature: _____ **Date:** _____

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____