



Family Support Coordinator

Status: Part-Time Position

Reports To: Director of Programs and Bereavement

About Valerie's House:

Valerie's House is a non-profit organization founded in 2016 in Fort Myers, Florida, with a satellite location in Naples, Port Charlotte and Pensacola. Valerie's House is a special place for children and families to connect with one another and learn the tools to heal after they have experienced the death of someone they love. The mission is to help children and families work through the loss of a loved one together and go on to live fulfilling lives. The vision is that no child will grieve alone.

Summary:

The Family Support Coordinator (FSC) is responsible for assisting with the overall management of the programs for children and families of Valerie's House (VH) in the Northwest Florida chapter, including Escambia county. The primary responsibility of the FSC is to provide support, care and compassion for Valerie's House children and their families.

Areas of Responsibility and Essential Duties:

- Conducts intakes and the associated paperwork to enroll families in the VH program.
- Facilitates and prepares for nightly grief support groups.
- Conducts school-based groups to include meeting with school personnel, developing curriculum and implementing the groups.
- Communicate with families, providing care and support, assessing their ongoing needs and success in the grief support group they are placed in.
- Conducts public speaking when needed, helping spread the word about Valerie's House in Northwest Florida region and the need to help grieving children.

- Meets with and helps recruit volunteers for the Valerie's House grief support program.
- Enters all family and child information in Valerie's House family support database and helps with tracking attendance and other important family data as necessary.
- Stays current with grief and bereavement training and education, willingness to learn as much about the grief and bereavement field as possible.
- Works closely with Pensacola Advisory Board Chair and Advisory Committee to keep them up to date on Valerie's House children and needs.
- Other duties as assigned by Valerie's House.

Requirements:

A bachelor's degree is required. An understanding and passion for grief on children, teenagers and adults. A vibrant personality, energy and an ability to connect with people. Proficient in technology, running reports, data entry, and an ability to learn new and multiple computer programs. Publisher and other creative software expertise is preferred but not required. Social media expertise a plus. Must have a valid Florida Driver's License and a personal vehicle for work related travel. Must be able to lift to 5 lbs. of program supplies and office related materials. Will work some nights and weekends.

Interested candidates, please submit resume to Crista Brandt, Pensacola Advisory Chair at Crista@valereshouse.org or call directly 1-850-266-0795.

For more information about Valerie's House, log on to www.valereshouse.org.