



## **BEREAVEMENT COUNSELLOR – TERM APPOINTMENT**

### **POSITION SUMMARY:**

Funding for this one-year term appointment comes from the Canadian Red Cross with financial support from the Public Health Agency of Canada under the STRENGTHENING COMMUNITY CAPACITY TO SUPPORT MENTAL HEALTH AND WELLBEING PROGRAM. This funding addresses mental health issues exacerbated by the COVID-19 pandemic.

The project title is Bereavement Counselling to Prevent Complicated Grief and Prolonged Grief Disorder. The successful candidate will be responsible for the following outcomes:

- Improved ability of participants/clients to navigate mental health and wellbeing challenges, in ways that are relevant to them;
- Improved personal and interpersonal mental health and wellbeing and/or social connectedness of participants/clients;
- Increased access to safe and relevant mental health and wellbeing resources and supports.

Indicators to be measured include:

- # of participants/clients reporting increased knowledge and/or skills;
- # of participants/clients who state their mental health is better as a result of programs/services;
- # of participants/clients reporting positive changes in behaviour;
- # of participants/clients reporting improved wellbeing;
- # of participants/clients accessing resources.

The CVHS Bereavement Counsellor assesses, supports and, where appropriate provides time-limited one-to-one counselling to bereaved individuals, their families and/or other significant caregivers. The successful candidate will primarily work from the CVHS offices with occasional service provided in the community. Service will include one to one sessions and groups in-person or virtual. The person supports volunteers who are companionship a client as needed.

Two major initiatives will form a large part of the activities in this job.

1. Identify resources in the community and on-line where grief support can be accessed and describe the process for making appropriate referrals.
2. Develop and design the curriculum for grief groups and the training of a core group volunteers as group facilitators who can operate grief groups once the contract is finished.

## **WORKING ENVIRONMENT & HOURS:**

This position is a part time term staff position working 21 hours per week from hiring starting no later than January 3, 2023 and ending on or before January 31, 2024. Additional hours may be arranged by mutual consent based on holiday/sick leave coverage or fluctuating organizational workloads. Some local travel is required.

The CVHS Counsellor works closely and on a daily basis with the Program Coordinator and other CVHS clinical staff and generally with the Office Manager and Executive Director, as needed.

While this is mostly a three-day a week, seven hours a day position, flexible hours are required, including some late afternoon/early evening and possibly Saturday hours.

## **REPORTING RELATIONSHIP:**

The Bereavement Counsellor reports to the Program Coordinator.

## **DUTIES AND RESPONSIBILITIES:**

The Bereavement Counsellor is required to perform a range of duties including but not limited to:

### **Bereavement Program and Services:**

- Reviews bereavement client referrals (shared responsibility with existing bereavement counsellor).
- Assesses client's interest, readiness and appropriateness for CVHS bereavement and/or anticipatory grief services and registers them accordingly.
- When the person does not meet CVHS' eligibility criteria, provides information about other community and/or health services.
- Liaises and collaborates with other health care professionals to address/ problem-solve client care issues.
- Participates in CVHS clinical meetings, case conferencing and client debriefs.
- Develops the curriculum for grief support groups (online and in-person) and facilitates the groups.
- Designs and conducts group facilitation skills training for skilled volunteers with the expectation that grief group facilitation will be transferred to qualified volunteers.
- For clients in their caseload, will develop client care plans for continuity of care.
- Develops and maintains external relationships with End of Life Care colleagues, other local health care providers and community counsellors.
- Monitors, supervises, and mentors volunteers working directly with CVHS clients and/or their families, and/or through the course of grief group facilitation,.
- Assists volunteers debrief sessions as needed.

## **Community Liaison and Education:**

- Assists with providing grief education and resources to community organizations.

## **Organizational and Administrative Duties**

- Reflects and interprets CVHS's Vision, Mission and Core Values in their own work with enthusiasm and commitment.
- Maintains accurate, pertinent, relevant, up to date client notes and information in the client management system.
- Ensures confidentiality and safekeeping of CVHS records.
- Follows policies, standards of practice and guidelines as set by CVHS and/or relevant external bodies (e.g. IH and counsellor's professional association).
- In conjunction with CVHS staff members, identifies relevant resource material (e.g. Hospice, bereavement, caregiver support etc.).
- Suggests procedures for new initiatives and groups and/or reviews and revises written procedures for client programs.
- Assesses and monitors effectiveness of CVHS the client services they provide and where relevant, proposes changes that would improve the quality of service and/or the way the CVHS delivers its services.
- Participates in ongoing program development and evaluation.
- Ensures the Program Coordinator and/or Executive Director is informed and aware of significant events and activities in the areas of responsibility.

## **JOB SPECIFICATIONS**

### **A: EDUCATION AND EXPERIENCE:**

- Masters Degree or a BSW in counselling with a minimum of two years' grief and loss counselling and group facilitation. Equivalent experience, education and training may be considered.
- Experience training group facilitators.
- Demonstrated knowledge of the grief process.
- Demonstrated knowledge of family systems.
- Demonstrated experience with trauma informed care.
- Knowledge and understanding of the philosophy of End of Life Care and the needs of the dying, their families and the bereaved.

**B: APTITUDES AND ABILITIES:**

- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Ability to organize and facilitate support systems.
- Ability to work in a highly confidential environment.
- Demonstrated sensitivity to issues of loss and grief.
- Ability to maintain appropriate boundaries in the face of sorrow, pain, and suffering.
- Clear grasp of adult educational principles.
- Keen interest in working with volunteers.
- Demonstrated ability to work as part of a team and independently.
- High degree of flexibility and initiative.
- Demonstrated ability to use relevant office equipment (photocopier, FAX, phone, etc.).
- Competence in the use of Microsoft Office Suite, web based applications and social media.
- Willingness to learn new software programs.
- Knowledge of Comox Valley Hospice Society and local community resources an asset.

**Approved:**

**Date:** November 9, 2022