

Bereavement Manager

Are you mission driven? Do you have experience supporting individuals through loss and grief? Do you like helping people and making a difference? If yes, we want you to join our team!

Hospice Volunteers of Hancock County (HVHC), a State licensed Volunteer Hospice Organization, is looking for a positive, energetic, compassionate, and organized professional to manage our bereavement services program. We are looking for an individual who has a desire to support those experiencing loss while building on the innovative ways HVHC supports those who are grieving in our communities.

Hospice Volunteers of Hancock County serves patients/clients and families throughout Hancock County who are living with life-limiting illness, are on Palliative Care or Hospice Care. The Bereavement Manager is responsible for assessing the needs of bereaved clients, determining a plan of care, assigning volunteers, and supporting volunteers throughout the process. The Manager will coordinate grief support groups within Hancock County and will participate as a facilitator as needed.

The Bereavement Manager trains all new Bereavement Volunteers following their general training and provides continued educational opportunities to help volunteers grow within their role. The Bereavement Manager will present in the community on topics related to loss and grief, will create a team to support organizations and schools who are experiencing a loss requiring increased support, will create bereavement educational materials for both volunteers and the community, and will plan/participate in memorial services.

Requirements and Skills:

- Strong listening and communication skills.
- Professional and able to set good boundaries.
- Presentation skills and speaking experience.
- Team player.
- Experience using Excel, Word, and using databases or comfortable learning new systems.
- Flexible and able to adapt to change.
- Associates Degree with a Bachelors Degree preferred in a social services field.

Hours 30-37.5

Competitive compensation and benefits, based upon surveys by the Maine Association of Nonprofits, are offered.

If you are interested in applying for this position, please email your resume to Kathy Baillargeon, Executive Director at kbaillargeon@hospiceofhancock.org. You can call her at 667-2531 with any questions.