

BEREAVEMENT VOLUNTEER JOB DESCRIPTION

Position Title: Bereavement Volunteer

Reports To: Coordinator of Counseling and Bereavement Services

Duties and Responsibilities: Bereavement volunteers perform duties in the following areas:

Administrative Volunteer Generally, one or two volunteers are able to meet the administrative demands of the bereavement program. These volunteers send standard letters to bereaved persons/families; create and help the Bereavement Coordinator maintain bereavement files and records; and provide other needed secretarial and administrative services.

Support Group Volunteer These volunteers mainly organize the details of specific support groups. *They work with the Assistant Bereavement Coordinator* to arrange meetings, correspond with interested people, arrange speakers and plan hospitality.

Some support group volunteers who commit to a prescribed training process are directly involved in the facilitation of the group in the presence of the Bereavement Coordinator. Time requirements and specific duties vary according to the support group's needs.

Professional Bereavement Volunteer These volunteers will have completed a graduate degree in a mental health area. A copy of their license or certification will be on file in the Hospice office. They may be assigned to lead support groups and do



consultations with hospice family members and community persons under the supervision of the Coordinator of Counseling and Bereavement Services.

Duties and Responsibilities: All bereavement volunteers must complete Volunteer Training and attend at least one continuing education session a year. If volunteering in the Rainbow Days Program they must attend at least one additional in-service devoted to children's special needs.

I have read the duties and responsibilities listed above and agree to perform them as appropriate.

Signature _____ Date _____