



Family Support & Resource Specialist – Collier County

Status: Full-Time Position

Reports To: Collier County Director

About Valerie's House:

Valerie's House is a non-profit organization founded in 2016 in Fort Myers, Florida, with satellite locations in Naples, Port Charlotte, Punta Gorda, and Pensacola. Valerie's House is a special place for children and families to connect 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 & Resource Specialist is responsible for assisting with the outreach, maintaining, and building relationships with community partners. They also assist with the programs for children and families of Valerie's House in Collier County, Florida. The responsibility of the Family Support & Resource Specialist is to provide support, care, and compassion for Valerie's House children and their families and to help with community outreach.

Areas of Responsibility and Essential Duties:

- Maintains and builds relationships with community partners.
- Identifies new organizations and individuals to create partnerships that serve Valerie's House children and families.
- Attends community events representing Valerie's House.
- Conducts public speaking, when needed, helping spread the word about Valerie's House and the need to help grieving children.
- Meets with and helps recruit volunteers for the Valerie's House grief support program. Helps maintain communication and scheduling with Program and Organizational Volunteers.
- Stays current with grief and bereavement training and education, willing to learn as much about the grief and bereavement field as possible.
- Coordinates, plans, and oversees workshops and additional activities provided to families outside of program group nights.

- Helps connect families with community resources.
- Assists with intakes and the associated paperwork to enroll families in the Valerie's House program.
- Facilitates and helps prepare for grief support groups 2+ nights a week.
- Assists with conducting school-based groups.
- Communicates with families, providing care and support, assessing their ongoing needs and success in the grief support group they are placed in.
- Other duties as assigned by Valerie's House.

Requirements:

Excellent communication skills. An understanding and passion for children, teenagers, and adults who are grieving. A vibrant personality, energy, and an ability to connect with people. Proficient in technology and ability to learn new and multiple computer programs. Must have a valid Florida Driver's License and a personal vehicle for work-related travel. Must be able to lift 5-10 lbs. of program supplies and office-related materials. Will work some nights and weekends.

Bilingual skills (Spanish: speak, read, and write) are highly preferred.

Interested candidates, please submit your resume to Sarah Andrus, Valerie's House Collier County Director at sarah.andrus@valerieshouse.org or call 334-524-3366.

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