

<b>Job title:</b>	<b>Bereavement Specialist</b>	<b>Job category:</b>	Programs and Services
<b>Level/Salary range:</b>	\$50,000 – \$55,000	<b>Position type:</b>	Full-time
<b>HR contact:</b>	K.C. Delp	<b>Date posted:</b>	11/1/25
<b>Will train applicant(s):</b>	K.C. Delp and Julia Dunn	<b>Posting expires:</b>	Upon hire
<b>Applications accepted by:</b>			
<b>Fax or E-mail:</b> <a href="mailto:KCDelp@oliviashouse.org">KCDelp@oliviashouse.org</a> or (717) 699-1174 Subject Line: Bereavement Specialist <b>Attention: K.C. Delp</b>		<b>Mail:</b> K.C. Delp, Executive Director Olivia’s House: A Grief and Loss Center for Children 830 South George Street York, PA 17403	
<b>Job description</b>			
<b>Job Purpose:</b> The Bereavement Specialist works directly with the Clinical Director to be the connection for grieving families receiving support from Olivia’s House.			
<b>Duties:</b> <ul style="list-style-type: none"><li>• Conducting grief consultations to develop personalized support plans.</li><li>• Maintaining client related files and database records.</li><li>• Leading peer support groups for children and adults.</li><li>• Providing training, leadership and appreciation to volunteers.</li><li>• Building and maintaining professional referral source network.</li><li>• Providing professional in-services and trainings.</li><li>• Promoting community education and awareness of Olivia’s House mission and services.</li><li>• Coordinating post-program social activities and events for families.</li><li>• Meeting regularly with Program Team to review current caseload.</li><li>• Assisting in facility and program maintenance.</li></ul>			
<b>Skills/qualifications:</b> <ul style="list-style-type: none"><li>• Master’s degree in psychology, social work, counseling, child development, or human services field and a passion for children's grief</li><li>• Previous experience with facilitating closed-ended groups.</li><li>• Knowledge about the unique nature of the nonprofit sector.</li><li>• Prior experience managing a volunteer workforce.</li><li>• Experience training/teaching large groups.</li><li>• Ability to work with organizational members at all levels (e.g., Board members, Executive Director, staff colleagues, volunteers and clients).</li><li>• Familiarity with the York and Hanover communities.</li></ul>			