

## **TAMARACK GRIEF RESOURCE CENTER (TGRC)**

### **Position Announcement**

**Job Title:** Clinician/Grief Specialist

**Reports to:** Kim Parrow, MA, LCPC

**Wage:**

\*\$15-22/hr DOE

Paid time off, wellness stipend, holidays, collegial supervision, and other benefits as outlined in employee Policy & Procedures Manual).

Work Hours: aprx. 20-32 hours/week Hours will primarily be between 9 am and 6:30 pm M-Th. Some evenings and weekends may be necessary for special programs and events. \*May consider per client pay agreement for highly qualified clinician.

**Location:** This position will base out of the Missoula office

**Summary:** The Grief Specialist (GS) will likely work a minimum of 10-14 direct service hours/week with individuals, groups, and families. If average direct hours are more there is a possibility of a wage increase. The GS will support TGRC primarily through delivery of grief support and education programming and assistance with overall nonprofit functioning.

**Essential Duties and Responsibilities:**

- Provide counseling for individuals, groups, families, and couples including youth and adults;
- Provide grief consultations for bereaved individuals and care providers;
- Help coordinate and co-facilitate grief support groups;
- Maintain clinical records and treatment plans;
- Provide community workshops, grief education, and trainings;
- Serve as a liaison to TGRC offering resources over the phone and in person;
- Coordinate and facilitate Urgent Response efforts;
- Maintain statistics of number of people served, direct contact hours, and billable services;
- Serve as a liaison between community members and professionals and TGRC programs;
- Contribute to the development and maintenance of a positive non-profit organization;

**Minimum Qualifications:**

The preferred applicant for this position will have completed a Master's degree from a school of Social Work or Counseling and will be licensed in good standing in the State of MT as a LCPC or LCSW. License-eligible clinicians or interns in a CACREP approved graduate program may be considered. All applicants with interest in TGRC's mission and programs will be considered.

**Skills:**

The successful candidate for the Grief Specialist position will demonstrate a combination of organizational and clinical skills; the desire to learn and work in a collaborative capacity with professionals and community members; and interest and experience in working with bereaved children, teens, adults and families in both indoor and outdoor therapeutic environments. Non-profit experience is a must. Excellent communication skills (including verbal, written and technical) are also desirable. The ideal candidate will have experience with and desire to work with grief and trauma as well as an array of mental health challenges.

Interested applicants are asked to e-mail materials to: [tgrcsearch@live.com](mailto:tgrcsearch@live.com)

1. Letter of Interest

2. Resume

3. Names and Phone Numbers of Three References with consent to contact

4. Writing Sample (250-400 words) For example: A mock Case Summary or Case Note

A hard copy or electronic application can be forwarded to:

Search Committee:

Tamarack Grief Resource Center  
405 S 1st Street W  
Missoula, MT 59801

For more information about our organization, please visit our website at [www.tamarackgriefresourcecenter.org](http://www.tamarackgriefresourcecenter.org).

Position: Open until filled.