



Job Description

Position Title: PGT In-House	Employee Name:
Reports To: Assistant Director of Clinical Training	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> NON-EXEMPT
Department: Programs	Date Prepared: 3/26/2024

POSITION SUMMARY:

Postgraduate Trainees are early career professionals pursuing licensure in Colorado who work closely with the Program Team to provide the highest standard of direct service to grieving children and families. This person participates in developing the clinical culture, leads the therapeutic group process, conducts psychosocial assessments, provides individual and family therapy, aids in interns' professional development, and conducts community outreach and education opportunities. Valued team members, Post Graduate Trainees contribute to ongoing program improvement and the organization's commitment to Justice, Equity, Diversity, and Inclusion.

EDUCATION OR FORMAL TRAINING:

- Postgraduate Trainees must have a minimum of a master's degree in social work, psychology, therapy, counseling, or a related field
- Actively seeking licensure in Colorado as an LPC, LCSW, or Licensed Psychologist

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES SOUGHT:

- Supervised training experience in grief counseling and/or child and adolescent therapy
- Experience conducting therapeutic assessments and providing support services for children, adolescents, and adult caregivers
- Effective communication and public speaking skills
- Experience with grief, loss, and trauma related to serving bereaved children and families
- Familiarity with diverse populations and local community resources
- Evening availability three nights per week
- Administrative experience using an electronic care record for organization, scheduling, and clinical documentation
- Bilingual (Spanish-speaking) candidates are encouraged to apply

ESSENTIAL DUTIES/RESPONSIBILITIES:

CLINICAL

- Meet regularly for clinical and organizational supervision with a licensed team member
- Facilitate groups as assigned
- Conduct individual and family grief counseling sessions as assigned
- Ensure quality and effectiveness of groups by adhering to the established curriculum
- Administer the clinical intake and assessment process to assess individuals and families and recommend the most clinically appropriate therapeutic services



- Assist Grief Care Coordinator with community-based referrals as appropriate
- Maintain clinically accurate and timely record management in the organization's electronic care record
- Collaborate within the treatment team and throughout the organization
- Support intern and volunteer orientations as assigned
- Participate in additional program events and client activities
- Maintain registration with the Colorado Department of Regulatory Agencies
- Seek consultation and provide clinical support for crisis assessment and intervention as needed
- Support and direct Companion Volunteers who assist in Judi's House group programming

RESEARCH AND EVALUATION

- Evaluate program effectiveness through observation, experience and gathering feedback
- Participate in data collection as part of the organization's standard procedures and in line with the current Randomized Control Trial examining program effectiveness

COMMUNITY

- Respond to inquiries from the community about grief support services
- Assist with the organization's public education program by conducting trainings at community partner organizations
- Seek out and participate in outreach efforts to recruit families by attending community events

OTHER DUTIES AND RESPONSIBILITIES

- Promote the values of JH/JAG throughout the organization and external relationships
- Attend team and organizational meetings, activities, and events as required
- Collaborate with JH/JAG staff and perform job duties to advance the organization's mission and vision
- Demonstrate ability to work independently and within a team, seeking guidance as appropriate
- Comply with all organizational policies and procedures
- Commitment to JH/JAG mission

OUR COMMITMENT TO TRAINEES

- Manageable caseload with significant consultation and collaboration
- Weekly clinical supervision in compliance with Colorado DORA standards for licensure
- Minimum of two hours of clinical review and case consultation per week
- Experience working with most/all age groups
- Experience with families from a wide range of backgrounds and cultures
- Experience conducting comprehensive psychosocial assessments
- Experience doing individual/family counseling
- Opportunity to support with community-based services
- Opportunity to contribute to building a grief-aware community
- Attend/provide in-house trainings on grief and other mental health-related topics
- Ability to define special projects for program development, evaluation, and improvement
- Commitment to self-care and work-life integration for all staff and trainees
- Compensation begins at \$52,725.00



- Health, dental, and vision benefits
- Short and Long-term disability
- Sick, PTO, and Professional Development Leave
- Four, ten-hour days with a paid lunch hour, Monday-Thursday
- Participation in occasional Friday, Saturday, or Sunday special events
- Successful Post Graduate Trainees can apply to become a Comprehensive Grief Care® Pathfinders Provider

SUPERVISORY DUTIES:

None.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, stand, and walk as well as bend, squat, and climb stairs. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

This position is not eligible to work remotely.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. We are an organization where everyone pitches in to get done what needs to be done.

Printed Name: _____

Signature: _____ Date: _____

Supervisor Name: _____

Signature: _____ Date: _____