

**Position:** Monitor

**Wage/Hour Status:** Contract

**Reports to:** Executive Director

### **Job Summary**

The primary purpose of the monitor position is to monitor live feed of evening support groups for children ages 3 ½ -17 who have experienced the death of a loved one. The goal of this position is to keep the quality of The WARM Place support groups high by providing support to the volunteer facilitators that are leading the groups.

### **Job Description**

- Monitor live sessions of grief support groups (Children, Pre-teen, Young Teen and Teen)
- Lead post session discussion and processing amongst volunteer facilitators and staff.
- Provide constructive feedback to the volunteer facilitators during post-session. Feedback may include highlighting areas of strength and areas where growth is needed to effectively facilitate the group.
- Provide assessments and intervention with clients as needed.
- Prepare brief written feedback of each group session.
- Assist staff member on duty with pre-session and lead the post session.
- Maintain organization or client files, format sheets, and facilitator feedback sheets.
- Inform staff member about group concerns: changes, behavioral problems, safety concerns.
- Make suggestions to staff about improvements to the program.

### **Education/Qualifications**

- LPC, LPC-Intern, LCSW preferred.
- Master's Degree in Counseling, Psychology, Social Work or related field from an accredited program required.
- Experience working with children (ages 3 ½ to 17) in a group-setting, providing constructive feedback to others, providing crisis intervention to at-risk populations, risk-assessment, suicide and self-harm assessment and interventions, reporting child abuse to authorities, working with diverse groups of individuals.

### **Work Hours**

5:30pm-9:30pm every other week on a designated night (Monday-Thursday)

### **Compensation**

\$80 per session/ \$20/hr when applicable for trainings and closed ended groups

### **To Apply**

Interested persons should email their resume along with evening availability to [shelley@thewarmplace.org](mailto:shelley@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.*