



**Position:** Virtual Monitor

**Wage/Hour Status:** Contract

**Reports to:** Program Director and Executive Director

### **Job Summary**

The primary purpose of the monitor position is to monitor live Zoom meetings of evening virtual support groups for children and adults 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 group leaders who facilitate the groups.

### **Job Description**

- Monitor live sessions of grief support groups (Children, Pre-teen, Young Teen, Teen, and Adult)
- Facilitate administrative tasks on the virtual platform, such as admitting participants and monitoring the chat
- Take accurate attendance to provide to Group Leader at the end of group sessions
- Provide assessments and intervention with clients as needed
- Offer collaborative feedback to Group Leader in post-session
- Inform staff member about group concerns: changes, behavioral problems, safety concerns.
- Make suggestions to staff about improvements to the program.

### **Education/Qualifications**

- LPC or 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**

5:15pm-9:00pm every other week on a designated night (Tuesday)

### **Compensation**

\$120 per session/ \$30/hour when applicable for training and closed ended groups

### **To Apply**

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

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