Status: Full-Time Position

About Valerie’s House:
Valerie’s House is a non-profit organization based in Fort Myers, Florida with additional locations in Punta Gorda, Naples and Pensacola. Valerie’s House is a special place for children and families in Southwest Florida to connect with one another and learn the tools to heal after they have experienced the death of someone they love. With peer support groups, mentoring, and family support, the mission of Valerie’s House is to help children and families work through the loss of a loved one together and go on to live fulfilling lives. Our vision is that no child will grieve alone. For more information, go to www.valerieshouse.org

Summary:
The Valerie’s House Charlotte County Program Manager is a leadership position and public representative of Valerie’s House, responsible for assisting with the overall management of the programs for children and families of Valerie’s House in Charlotte County. The number one responsibility of the role is to provide support, care and compassion for Valerie’s House children and their families.

Areas of Responsibility and Essential Duties:

Family and Program Leadership
- Oversees all aspects of child and family grief support group experience.
- Facilitates support groups and serves as primary staff on group nights and/or ensures staff is designated and assigned to group nights.
- Conducts orientations, family tours, and assessments of interested families during their initial visit to Valerie’s House.
- Oversees the placement of children and families on appropriate group nights.
- Monitors family attendance and assures support and engagement in the Valerie’s House program.
- Grows the Valerie’s House program attendance and retention by 50% in first year of leadership.
- Coordinates the monitoring of family progress, including family surveys and receiving ongoing family feedback.
- Communicates with families on an ongoing basis, providing care and support, assessing their ongoing needs and success in the grief support group they are placed in.
- Assists with school-based support groups to include meeting with school personnel, developing curriculum and implementing the groups.
• Participates with the development of interactive curriculum to allow children to talk about their loss in a creative way.
• Recruits, trains and supports Valerie’s House volunteers.

Outreach and Fundraising:
• Assists with Outreach in Charlotte County, including but not limited to, tabling events, speaking engagements, and partnerships with other non-profits and community partners.
• Helps with organizing Open House events and other fundraising events.
• Participates in Advisory Board meetings, a committee of local business leaders dedicated to furthering the Valerie’s House mission in Charlotte County.
• Assist with Promotional Materials/invitations for events with communications team.

Additional Duties
• Attends annual National Alliance for Grieving Children Conference in Summer.
• Stays current with grief and bereavement training and education, willingness to learn as much about the grief and bereavement field as possible.
• Other duties as assigned by supervisor.
• Participate in ongoing program leadership meetings with other Valerie’s House locations.

Requirements:
A Bachelor’s Degree required. Experience working with children strongly preferred. A Master’s Degree with a School Counseling or Clinical Background a plus. A vibrant personality, energy and an ability to connect with people. An understanding of children’s grief and the impact loss has on a family. Proficient in technology, running reports, data entry, and an ability to learn new and multiple computer programs. Must have a valid Florida Driver’s License and a personal vehicle for work related travel. Must be able to lift up to 5lbs of program supplies and office related materials. Will work some nights and weekends.

Competitive salary including health and retirement benefits. Relocation package available. Interested applicants please email resume with salary requirements and at least three references to Business and Human Resources Manager Heather Tharpe at Heather.Tharpe@valerieshouse.org