EDUCATION/EXPERIENCE:
- Master’s Degree in a behavioral health or human service field (e.g., counseling, social work, psychology, education).
- Licensed or license-eligible by the Health Professions Bureau for State licensure.
- Bereavement support experience, an understanding of childhood & adolescent development, and knowledge of play therapy are preferred.

JOB RESPONSIBILITIES:
The Outreach Coordinator will be directly involved in the implementation & maintenance of programming aimed at providing grief services to families impacted by homicide (as well as other causes of death), African American and Latinx communities, and other underserved areas and populations within our community through our mission. This position will work closely with the Outreach Manager and others on staff to expand access to Brooke’s Place and its services.

- Program Duties:
  - Work collaboratively with the Outreach Team to maintain partnerships within the Greater Indianapolis area to increase comprehensive access and referrals to Brooke’s Place grief services for youth and families with an emphasis on outreach in underserved areas and populations in the community.
  - Collaboratively coordinate training community partners, practitioners and families on childhood bereavement and supporting grieving children, teens and families.
  - Coordinate community outreach events and service fairs that increase awareness regarding services offered by Brooke’s Place programs.
  - Coordinate processing outreach volunteers for the BP8 program.
  - Coordinate background check process for outreach volunteers.
  - Collaborative coordination of BP8 grief support group programming with identified community partners.
  - Facilitate grief support services within Brooke’s Place programs; specifically Outreach Groups, BP8.
  - Coordinate Camp Healing Tree volunteer and camper enrollment process.
  - Provide direct service as needed within the Camp Healing Tree program.
  - Cross program collaboration provided for special events for Brooke’s Place families and appreciation events for Brooke’s Place volunteers.
  - Collaborative outcome measurement tracking and completion of related administrative tasks and reports.
  - Ensure program policy compliance

- General Duties:
  - Uphold and implement the agency’s vision, mission, principles and values.
  - Participate in staff, program meetings, professional development, & special events as scheduled.
  - Provide presentations to interested organizations about Brooke’s Place programs and services.
  - Participate in the budget process, representing needs and goals of the Outreach Program.
  - Demonstrate appropriate professional conduct and boundaries with all Brooke’s Place constituents, including staff, families, volunteers, donors and interns.
  - Other duties as assigned.

- Skills:
  - Excellent interpersonal, oral and written communication and partnership development skills
  - Ability to execute aspects of strategic plans related to the Outreach Support Groups
  - Therapeutic skills specific to the childhood bereavement population preferred
  - Computer experience with Google, Microsoft Office programs and database experience preferred

UPDATED November, 2023
- Attention to detail
- Organizational and time management skills to manage multiple priorities in a complex work environment
- Problem solving skills and the ability to mediate conflict

**HOURS:**

- Office Hours: Mon – Fri 8:30am – 4:30pm
- Occasional evenings based upon program needs.
- These hours/days have the potential of being flexible upon supervisor approval.

**BENEFITS:**

Health insurance, Short term and long term disability benefits available. SIMPLE IRA available upon employment with a 3% match. Three weeks of paid vacation to begin after 6 months of employment.

**HOW TO APPLY:**

Please send a cover letter, salary expectations, along with a resume and 3 references to: jobs@brookesplace.org.

No phone calls please.

Applications accepted through **12/31/23**

**IMMEDIATE OPENING**

**REQUIRED APPLICATION QUESTIONS** (to be answered in the applicant’s cover letter):

*Applications that do not answer these questions will not be considered.*

1. Provide two examples showing that your background is uniquely qualified for this position.
2. What fuels your passion for this position?