



COPE Clinical Director Job Description

BACKGROUND: COPE is a grief and healing organization helping parents and families living with the loss of a child. Started by bereaved parents, COPE now offers professionally led support groups, a grief support phone line, and monthly healing workshops including yoga, meditation, Reiki, art, movement, music and journaling. Founded in 1999, COPE has grown to support children and teens who have lost a loved one, including through COPE's Camp Erin® NYC, a summer weekend experience for kids and parents who are grieving. Learn more at www.copefoundation.org

OPPORTUNITY: The Clinical Director is a key leadership position, responsible for overseeing clinically-related programming for COPE including bereavement support groups, healing workshops, the volunteer-driven phone support line, and any clinically-related training. The Clinical Director oversees all COPE facilitators, reports to the Executive Director and provides periodic program reports to the Program Committee and Board of Directors. This is a full-time exempt employee position with some evenings and weekends required.

RESPONSIBILITIES:

- Conduct intakes and triage clinical emergencies with COPE families and the community assessing nature of emergency and type of intervention needed, initiate group placement, provide short term individual support sessions as needed and maintain follow up support to all new COPE families.
- Coordinate the facilitation of all groups, develop and maintain year-round support programs and services to COPE's Camp Erin® NYC families.
- Advise and provide professional leadership in the strategic direction and work of the Program Committee and Family Advisory Committee.
- Provide leadership and support to the program planning committee, and the Family Advisory Committee to facilitate the creation of healing workshops (e.g., art and movement therapy, yoga, Reiki, meditation), coordinate implementation including securing practitioners and being present to oversee activities and therapeutic aspects.
- Collaborate on the development of funding proposals as an integral part of the grants team.
- Participate in COPE sponsored events.
- Promote COPE through speaking engagements and community events.
- Maintain and forge community partnerships, including outreach to underserved communities.
- Develop and update program materials, social media, website, and newsletter.
- Maintain an appropriate referral and resource list of mental health providers.
- Provide community education through training and consultation services to schools, community organizations and businesses.

- Interview, orient and hire COPE facilitators in consultation with the Executive Director; provide periodic supervision and training for facilitators; act as the back-up facilitator to prevent the cancellation of groups; conduct annual performance reviews.
- Develop and oversee implementation of all clinical protocols and provide orientation on protocols to facilitators. Protocols will cover intake procedures, crisis intervention guidelines, orientation for new participants, and social group work and support group professional guidelines. Develop, distribute and review feedback/surveys from parent and sibling participants to strengthen services.
- Oversee COPE volunteers and deliver training for new volunteers; offer resource and referral information to volunteers including those who monitor the COPE Line, volunteer at COPE related events and interns.

QUALIFICATIONS:

- Master's Degree in Social Work and appropriate certification (LCSW) or equivalent
- Professional expertise in assessment and treatment of grief, loss and trauma for adults, youth and children and an understanding of the unique dynamics of parental loss of a child
- Minimum of 3 years nonprofit supervisory experience with the ability to train and inform both parents, professionals, and volunteers
- Experience in program development and evaluation
- Community outreach and collaboration skills; comfort in public speaking
- Strong oral and written communication skills; computer competence
- Knowledge of grant writing and data collection
- Availability to be present at organization's special events

HOW TO APPLY:

Please send a brief note and CV or resume by email at careers@copefoundation.org with the subject line "Clinical Director Opportunity".