

Job Title: Grief Services Manager
The Samaritans of Cape Cod and the Islands
Part-time: 25 hrs/wk
Salary: \$28,600
Reports to: Executive Director

To apply, submit cover letter and resume to info@capeamaritans.com with “Grief Services Manager” in the subject line. Applications will be reviewed on a rolling basis.

Job Overview

Founded in 1977, The Samaritans on Cape Cod and the Islands is a non-sectarian, non-profit volunteer organization whose mission is to end suicide by combating suicide risk conditions and easing the impacts of suicidal activity through fostering caring, connection, resilience, and public understanding.

Samaritan volunteers provide non-judgmental active listening to callers in need on our Crisis Lines, older adults in our Senior Outreach program, suicide loss survivors in our Safe Place support groups, and suicide attempt survivors and their families in our A Caring Connection program and A Second Chance program. In the 44 years since our founding, we have trained over 900 Samaritan volunteers at our center in Falmouth and answered more than 575,000 phone calls from people in need.

The Grief Services Manager provides supervision and guidance to Grief Services volunteers and leads services dedicated to supporting suicide loss survivors. This position oversees Safe Place support groups, LOSS Team outreach and distribution of Care Packages. The Manager serves in an advisory position to the Assistant and Executive Directors in developing the program’s goals and is responsible for implementing strategies to meet those goals. This position presents an opportunity for the Manager to build and shape new and existing programs, informing policies and processes from the ground up. The ideal candidate is compassionate and empathetic, and has a deep understanding of loss survivor needs.

All Samaritans staff are currently working remotely until further notice. Upon re-opening, staff will be expected to return to working at the Falmouth office in a hybrid model, with remote work flexibility.

Responsibilities and Duties

The functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Lead development, management and operation of LOSS Team, Safe Place and Care Package services
 - Oversee program logistics and delivery including program schedules, material procurement, event planning, and all other program implementation needs
 - Ensure successful service delivery through regular program evaluation and direct program development to address any gaps in service
 - Track program delivery data, providing monthly and annual service reports
- Manage Grief Services volunteer operations, supervision and evaluation
 - Collaborate in volunteer training delivery, expanding training curriculum, developing online learning opportunities, and enhancing volunteer training protocols and documentation

- Direct all volunteer processes from recruitment to exit interviews
- Monitor ongoing quality of services provided by the volunteers according to accreditation standards; provide feedback and additional training as necessary
- Facilitate LOSS Team on-call schedule
- Provide volunteers guidance, support and opportunities for debrief
- Create and maintain systems for keeping accurate volunteer and service records using Donor Perfect database
- Work with Executive Director and Office Manager to identify and execute program marketing opportunities
- Represent the agency at public events as it relates to loss survivors or Grief Services programming
- Field inquiries from suicide loss survivors, providing timely response and compassionate support
- Research and remain informed on suicide postvention best practices, models and initiatives

Special Requirements

- Successfully complete Samaritans Crisis Line training
- Serve in on-call staff rotation
- Serve on crisis line at least one 2.5-hour shift/month
- Participate in other Samaritans events and programs as appropriate and requested
- Flexibility in working hours
- Office location: Falmouth; currently remote with hybrid work model upon reopening
- Some travel may be required for events and conferences; Valid driver's license required

Qualifications

- Bachelor's degree in related field preferred
- 2-3 years in management or related experience; professional experience in a related social service agency
- Experience working with and managing volunteers, specifically in training, scheduling and direct support; previous experience as a volunteer a plus
- Experience in program development and management, with proven ability to supervise
- Knowledge of the experiences and needs of suicide loss survivors
- Ability to maintain accurate records and exercise discretion in handling confidential information
- Familiarity with CRM systems (Donor Perfect experience a plus)
- Demonstrated ability to build and maintain relationships and communicate effectively with a wide array of people at all levels and from diverse backgrounds
- Strong critical thinking skills, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Strong written and verbal communication skills with proficiency in Microsoft Office software (Word, PowerPoint, and Excel)

Salary and Benefits

- \$28,600
- 12 paid holidays (prorated for part-time hours)
- Direct deposit payroll
- Health insurance stipend
- Generous vacation, sick and personal time off Policies
- Direct deposit payroll
- Flexible schedule/opportunity to work from remote location for majority of hours