

Job title	Children Bereavement Program Counsellor	Job category	Clinical - Bereavement Program
Location	Beaconsfield	Travel	Montreal - West Island
Salary	\$25-\$28/hour	Position	Permanent part-time (3 days per week)

Role and responsibilities

Under the direct supervision of the Children Bereavement Program Coordinator who reports to the Executive Director, is responsible for the provision and management of grief and bereavement counseling services to children and youths, and by exception adults within the program called Carousel. Delivery of this Bereavement Program is based on the needs of the community.

Key Responsibilities in supporting the Program Coordinator:

Coordination:

- Organizing, implementing and evaluating service provision to children and youths who are dealing with grief, major loss and change. By exception and if time allows, the service is extended to adults in need of bereavement counseling especially those connected with the youth in our program
- Managing appointments in school or office settings
- Managing waiting lists
- Maintaining client records
- Liaising with caregivers, families and schools; providing support and follow-up
- Organizing bi-annual children's day bereavement camps; training and supervising of volunteers
- Facilitating children support groups when the need arises

Administration:

- Maintaining client database, providing client information and statistical information for monthly ED reports and year-end reports
- Working in collaboration with the Executive Director and/or Fundraising Manager in grant proposals, reports, program development and evaluation
- Functioning as an integral member of the multi-disciplinary team within NOVA; acting as a resource for colleagues; attending Business Meetings
- Purchasing of materials as needed

Community outreach:

- Representing NOVA and children's needs at the local level
- Networking with and utilization of local community resources
- Networking with the virtual community to ensure adherence to best practices
- Participating actively in public awareness activities (community booths and presentations) to promote the Carousel Program and the organization
- Participating in education of the community with respect to children's grief

Education: College or university preparation in Counseling or a related field

Experience/Qualifications:

- Professional experience working with children and youth as educator or counsellor
- Specialization in Art or Play Therapy an asset
- Grief counseling experience/Certificate in Thanatology an asset
- Experience in nonprofit sector an asset

Additional Requirements:

- Bilingualism (French & English) to serve the West Island community
- Excellent interpersonal and communication skills (written and verbal)
- Computer skills (Microsoft suite) necessary
- Detail-oriented, self-directed and able to multi-task
- Ability to work independently and as a team member
- Time management and organization skills; able to prioritize and meet deadlines
- Ability to work occasional evenings and weekends for events and deadlines
- Maintenance of absolute confidentiality of all aspects of employment, of staff and volunteer relations, and of client information
- Passion for the organization's mission and values and promotion of its charitable role

POSTING APRIL 15-30, 2025. START DATE IN MAY.

PLEASE EMAIL CV AND LETTER OF INTENT TO: mfjuneau@novawi.org

Approved by :	Marie-France Juneau		
Last Update by :	Meghan Harnum and Marie-France Juneau	Date :	April 2025