

Job Title	Groups Manager (Bilingual)
Employer/ Agency	Bo's Place
Job Description	<p>Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in greater Houston and surrounding areas and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them as well.</p> <p>The Groups Manager assists with the implementation of Bo's Place programs. The job responsibilities are divided into five areas: management of assigned groups and programing, responding to information and referral inquiries, program evaluation/quality improvement, community education/outreach, and administrative. The Groups Manager is a full-time exempt position reporting to the Program Director. This position requires fluency in Spanish.</p> <p>Management of Assigned Groups and Programing:</p> <ul style="list-style-type: none">• Manages the Ongoing Spanish Family group that meets on Saturdays from 8:30am – 12:30 pm twice a month.• Manages the Katy satellite group that will start in 2026 and will meet twice a month on a weekday evening to be determined.• Responsible for coordinating designated grief support groups and programing including communication and management of participants and volunteers.• Responds to Information and Referral Calls/Inquiries.• Assists in reviews and updates of the information and referral resource list.• Stays current in knowledge of literature, research, trends in the grief and bereavement support field.• Participates in ongoing evaluation of program services for quality improvement with the Program Director.• Participates in training and outreach presentations offered both online and onsite at Bo's Place, and in the greater Houston community. Both presents and assists in developing new materials.• In coordination with the Outreach Director, cultivates relationships with other organizations and individuals to build referral sources and to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place.
Qualifications	<ul style="list-style-type: none">• Fluency in English and Spanish.• Graduate degree in social work, counseling, psychology, or marriage and

	<p>family therapy.</p> <ul style="list-style-type: none"> • Current Texas State license in professional field. • Clinical experience with adults, children, families, and groups.
Salary/Hours	This is a full-time exempt position with additional evening and weekend hours sometimes necessary to accomplish Bo's Place objectives. Work duties may be location specific to Bo's Place, satellite locations or other work sites.
Address	10050 Buffalo Speedway
City, State, Zip	Houston, TX 77054
Contact Person	Donna Jaffe
Telephone Number	713-942.8339
Email Address	info@bosplace.org
Application Method	Send cover letter and resume to info@bosplace.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.