



Winnebago County

The Wave of the Future

**JOB POSTING
PROJECT POSITION**

POSITION TITLE: Bereavement Coordinator

LOCATION: Medical Examiner

HIRING RANGE: \$21.64/Hr.

STATUS: Full time

HOURS PER WEEK: 40 Flex

WORK HOURS: 8:00 AM – 4:00 PM

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**

March 2023

POSITION TITLE: Bereavement Coordinator

DEPARTMENT: Medical Examiner

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Connects with families of people who have experienced a fatal overdose or other deaths of despair to identify and connect with community services, including grief support. Helps to develop and conduct next-of-kin interviews regarding the deceased person's history, risk factors and circumstances leading to the death.

ESSENTIAL FUNCTIONS:

1. Responds with Winnebago County Medical Examiner's staff and others to traumatic death calls to assist in supporting the family. Serves as the primary liaison for grief support and community resources to bereaved families. Provides follow-up contact to ensure supportive connections to services and care.
2. Conducts next-of-kin interviews for deaths of despair to understand the history and risk factors, using the Winnebago County Suicide Investigation Form and Wisconsin

Unintentional Fatal Drug Overdose Reporting Surveillance Coroner/Medical Examiner Form

3. Coordinates with local sources to develop a network of resource and referral options for grief support. Maintains up-to-date referral information.

ADDITIONAL ESSENTIAL DUTIES:

1. Promptly and courteously assists the public.
2. Responds to calls and visits from the public, physicians, members of law enforcement, attorneys and visitors.
3. Maintains the security and confidentiality of files and other confidential information.
4. Subject to the direction and approval of the Medical Examiner, participates in and supports community groups that focus on preserving life.
5. Develops effective and collaborative working relationships with various community resources. Identifies gaps or challenges in available resources in working with families.
6. Enters information into computer databases.
7. Participates in the Winnebago County Overdose Fatality Review and Suicide Death Review teams.
8. Performs other related duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Medical Examiner.
2. Works with other Medical Examiner's Office staff, members of law enforcement, attorneys, community groups and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Minimum of an Associate's Degree from an accredited institution of higher education, preferably in Human Services, Health Services, or similar fields.
2. Training in substance use disorder, trauma treatment or grief/bereavement counseling preferred.
3. Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.
4. Possession and maintenance of a valid WI driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable emotional and mental stability and ability to work effectively in an environment that may become hostile from time to time.
2. Strong written and verbal communication skills and the ability to listen actively and effectively.
3. Ability to work effectively with the public, office staff and other medical and legal professionals while demonstrating courtesy and cooperation.
4. Considerable ability to demonstrate sensitivity and compassion when working with survivors.
5. Knowledge of current events and policy regarding behavioral health and substance use.
6. Ability to maintain the confidentiality of sensitive information.
7. Ability to work independently and as a member of a multi-disciplinary team.
8. Ability to work with limited supervision.
9. Computer skills including familiarity with Microsoft Office applications.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.