

POSITION DESCRIPTION

Bilingual Adult Bereavement Specialist

POSITION TITLE	Bilingual Adult Bereavement Specialist
REPORTS TO	Director of Adult Bereavement Services
STATUS	Hourly, part-time, nonexempt (8–10 hours/week)

About CaringMatters

Since 1989, CaringMatters, located in Gaithersburg, MD, has been a nonprofit organization that provides compassionate support services for people of all ages who are facing serious illness, end-of-life, caregiving, loss, and grief. Through companionship, social, emotional, and practical support, CaringMatters helps people find comfort and connection during life’s most challenging moments. Our team is committed to creating a culture of compassion, respect, collaboration, and excellence in service to the individuals and families we support.

Position Summary

The Bilingual Adult Bereavement Specialist will serve as a bridge between CaringMatters and the Latino community by increasing awareness of our free adult bereavement services, recruiting volunteers, and connecting grieving individuals with support resources. This position will also provide direct support to grieving adults through phone outreach and support and support group facilitation.

Responsibilities

- Conduct outreach to Latino community organizations, faith communities, and other partners throughout Montgomery County.
- Recruit and engage bilingual volunteer support group facilitators.
- Respond to inquiries from grieving adults and provide supportive phone consultations.
- Facilitate bereavement support groups in English and/or Spanish.
- Assist with participant intakes and referrals as needed.
- Maintain appropriate documentation and program data.
- Collaborate with CaringMatters staff to strengthen culturally responsive services and community partnerships.

Qualifications

- Bachelor’s degree in Thanatology, Social Work, Counseling, Psychology, Human Services, or a related field preferred. An equivalent combination of relevant work experience and demonstrated skills may be substituted for formal education.
- Fluency in both Spanish and English required.
- Experience providing grief support, counseling, or group facilitation preferred.
- Strong interpersonal, communication, and community engagement skills.
- Knowledge of the Latino community in Montgomery County preferred.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain confidentiality and handle sensitive information with compassion and professionalism.
- Commitment to the mission and values of CaringMatters.

Salary and Benefits

- Salary: \$25–\$30 per hour.
- Flexible schedule averaging 8–10 hours per week.
- Combination of community outreach, remote work, and on-site activities as needed.
- Some evening hours will be required for support groups and community events.

To Apply

To apply, please send your cover letter and resume to caring@caringmatters.org and put **Adult Bereavement Specialist – Your Name** in the subject line. No phone calls, please.