



# LEAVITT

## FUNERAL Assistant



Our funeral assistants are key staff members that help our directors of Leavitt. As a funeral assistant, your responsibilities include, support in the events of the funeral, visitation and gathering, escorting each guest and family member to the event and potentially assisting in the transportation of the deceased from the place of death or to their final resting place. Your job is to assist the funeral director in any way possible to make the funeral logistics less stressful, allowing the family to focus on grieving.

This is an entry-level position for someone looking to make a career in the mortuary field or who desires a meaningful purpose to help others.

The job description covers four key areas of your position; Core Competencies, Job Responsibilities, Job Requirements and Physical Requirements.



## POSITION DESCRIPTION

### Core Competencies

Leavitt Funeral Homes (LFH) Assistants should excel in four primary areas of competency: *(more detail and training will be provided)*

- **Leadership Ability:** Customer Focus, Integrity/Credibility
- **Results Orientation:** Self-Motivation, Achieving Results
- **Communication and Empathy:** Empathy, Communication and Teamwork
- **Managing Change, Resources & Details:** Managing Resources and Change, Attention to Detail

### Job Responsibilities

We are seeking highly motivated self-starters as Funeral Assistants. This position works directly with our families and is responsible for providing professional and respectful assistance to our facilities in Parkersburg. The successful candidates will work as needed setting-up and assisting with viewings, funeral services, memorial services, etc. This is a part time position with flexible days.

- Perform a variety of tasks during funerals and visitations to assist funeral directors.
- Assists in movement of the casket/urn and any other memorial items in and out of the visitation area, funeral home chapel, church or other place of service.
- Greet and receive people entering the office for information and assistance.
- Drives the hearse, family limousine or other vehicles in the funeral procession and/or other funeral related activities.
- Transfer deceased from place of death to funeral home.
- Communicate accurately all information from care facilities, families, and other medical staff to funeral home personnel.

- Understand the terminology and processes involved in funeral arrangements, training will be given.
- Have ability to work in sensitive and stressful situations.
- Maintain a caring and compassionate demeanor.

### Job Requirements

- Must have a valid driver's license
- Clean driving record
- Must be 18 years or older
- Strong verbal communication skills
- Must have all medical vaccinations up to date and provide documentation
- Maintain attention to detail



## Physical Requirements

- Maintain physical agility to lift 225 lbs. with assistance
- Maintain physical agility to lift 125 lbs. without assistance
- Able to pass pre-employment drug screening
- Maintain a professional appearance at all times
- Live within a 20 to 30 minute response time to our facility in Parkersburg.

## Job Classification

**PART-TIME**

Hourly Rate - \$12.00 per hour



This position description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other position related duties requested by his or her supervisor. ● Requirements listed may be subject to change at any time and are representative minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee must possess the abilities and aptitude to perform each task proficiently. ● Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. ● All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other team members. ● This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. ● Leavitt Funeral Home is an Equal Opportunity Employer.

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