

# Funeral Director/Embalmer

## BC Muslim Association

### BCMA Burial and Pre-Planning

Provides customer service in all areas of funeral arrangements and interment to assist families following the loss of a loved one. Implements choices made by the families or legal representative regarding the funeral, final disposition of the body and memorialization of the individual. Interacts with the family to fulfill death care needs.

### RESPONSIBILITIES

- Performs on-call responsibilities including: taking first calls, talking with families, answering questions, providing initial details, and; conducting transfers
- Supervises and cares for the deceased in a respectful manner while performing a variety of tasks such as: verifying identification; obtaining authorization for embalming; embalming; dressing, styling hair and/or applying cosmetics; preparing burial Services
- Arranges and conducts funeral and memorial ceremonies in a professional, organized and caring manner consistent with company policies and procedures
- Negotiates and enters into funeral contracts.
- Handles contracts, legal documents, and collection of payment in accordance with company policies
- Ensures client families are informed of special recognition/services available for veterans and ensures the delivery of selected recognition/services
- Arranges for the interment or cremation of human remains
- Confirms authorization to proceed with the service arrangements
- Supervises/assists in funeral services by: supervising the parking of cars; ushering; driving funeral vehicles; assisting at mosque (masjid) services; assisting at the cemetery; delivering of caskets, and other personal keepsakes or mementos of client families; setting up and removal of chairs, and; participating at special functions
- Ensures adherence to all applicable professional, municipal, provincial/state and federal licensing authority, regulations and rules
- Provides aftercare in absence of Family Service Counselor
- Ensures potential pre-need referrals are shared with Family Service Counselors
- Prepares and accurately completes documents and online entries related to services and maintenance

## **EMBALMER RESPONSIBILITIES**

- Cares for deceased in a respectful manner while performing a variety of tasks which include: verifying identification and embalming authorization; performing restorations; completing removals and transfers; dressing, styling hair and or applying cosmetics, and; any other preparation required for human remains
  - Adheres to all applicable professional, municipal, state/provincial and federal licensing authority regulations
  - Assists with maintenance of preparation room and the facility
  - Cleans soiled equipment and hazardous material spills
  - Ensures hazardous materials and spills are handled in accordance with the Material Data Safety Sheets
  - Assists with chemical and supply inventory
  - Receives caskets and other funeral home supplies
  - Promotes a safe work environment by being aware of and practicing universal precautions and adopting general principles of safe conduct
  - **Experience**
- Embalmer, Apprentice or Funeral Director, Apprentice as required by state/provincial law
  - 2 years directly related experience preferred

## **Certification/Licenses**

- Must meet all licensing requirements in applicable state/province as required by law and as prescribed by each state board

Current state/province issued driver's license with an acceptable driving record

Our goal is to make end of life services and planning as simple and comfortable as possible – a modern, trusted, 21st Century company.

**Job Type:** Full-time

**Salary:** Compensation commensurate with experience

### **Benefits:**

- Extended health care
- Paid time off

**Schedule:** 8-hour shift (40 hours per week)

Ability to commute/relocate:

**Application Deadline:** February 10<sup>th</sup>, 2023

To apply, please email your covering letter, resume and valid funeral license to: [burial@thebcma.com](mailto:burial@thebcma.com)