

Funeral Director

BC Muslim Association

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.

JOB 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 at graveyard
- 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, marker and burial
- 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 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, cemeteries and maintenance
- Retains heritage and grows market share through active involvement with community, religious and other organizations

MINIMUM REQUIREMENTS

Education

- High School diploma or equivalent
- Completion of a dual degree training program at an accredited mortuary college or technical school specializing in funeral and mortuary science as required by state/province law and as prescribed by each state board

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

Knowledge, Skills and Abilities

- Basic knowledge of religious and fraternal organizations customs.
- Knowledge of computers and some software including MS Office products required
- High level of compassion and integrity
- Good communication skills
- Problem solving skills
- Ability to multi task and set priorities
- Detail oriented

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 10th, 2023

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