

Funeral Director's Internship

The major objective is to gain experience by assisting funeral directors and staff in providing the highest quality services to satisfy the needs of all client families. The ability to work with funeral directors, director support staff and administrative staff is crucial in our operations. We are the full-service quality leader in our market and we demand a certain level of competence and professionalism to serve the needs of our client families. This position will require the following tasks: assist in planning, coordinating and directing funeral services; coordinate and conduct the transfer of remains to the funeral home; assist licensed funeral directors in the preparation of remains for services and/or interment, whether through sanitary care, embalming, dressing, casketing, cosmetology and restoration.

Essential Job Duties and Responsibilities:

- Work to obtain necessary licensure or other certification to meet local or state legal requirements in order to perform the functions of a Funeral Director. Possess and maintain necessary licensure or certification to meet local, state, and federal legal requirements to perform the function of embalming.
- Conduct yourself in a professional and dignified manner with clients, colleagues and staff
- Comply with the rules, regulations, policies, and procedures as outlined by the Occupational Safety and Health Administration (OSHA) and the Doherty Funeral Homes, Inc. Policies and Procedures.
- Wear and use the personal protective equipment at all times during the performance of the job duties that require such equipment.
- Transfer of remains to funeral home - Often will make first face-to-face contact with client family members and will effect on-site coordination of removal procedure with appropriate parties to satisfy legal requirements.
- Dress and position remains in casket or alternative container in accordance with requested services
- Maintain all instruments and equipment as specified by manufacturer's instruction and maintain clean operating area and equipment and comply with all governing rules and regulations regarding sanitation and hazardous waste.
- Will be required to perform function of assisting client families with requested service arrangements, selection of funeral merchandise and other products and financial arrangements.
- Possess knowledge of the geographic location of all hospitals, cemeteries, crematories, churches, synagogues, and other places where funeral services may be held including traffic patterns to and from each location and entrance and exit points of each building.
- Supervise and assist with visitation by ushering and directing families and visitors of deceased to and from visitation area.
- Arrange family automobiles in funeral procession in accordance with the client family's wishes.
- Participate in the general upkeep of the building, grounds and cars.
- Coordinate all service arrangements and details with clergy, other presiding persons and fraternal or military organizations who may participate in the conduct of the funeral service.
- Arrange and coordinate shipment of remains to and from other cities and localities

The above duties are neither intended to be an all-inclusive list of duties and responsibilities for this position nor are they intended to be a listing of prerequisite skills and abilities. The purpose of this job description is to describe the general nature of the position.

Essential Physical Responsibilities

- Ability to tolerate exposure to hazardous substances subject to government requirements.
- Occasional lifting, pushing and pulling, with assistance, of objects up to approximately 400 pounds.
- Occasional bending, pushing, pulling and carrying objects weighing up to approximately 30 pounds for short distances.
- Manual dexterity required for clerical tasks.
- Ability to travel by standard methods of transportation.
- Must be capable of communicating with management and supervised employees.
- Must be free from judgment-impairing conditions, disease or addictions, or those, which impair ability to interact with employees, management or the public.

Qualifications/Education Required

- High School Diploma or Equivalent
- Actively working to obtain Associate's Degree plus Degree in Mortuary Sciences from an accredited mortuary school
- Good Driving Record and Valid Driver's License
- Must submit to and pass pre-employment background check and drug screening test
- High level of comfort using computer systems, smartphones and other digital technology

Compensation Schedule

- Part-Time; Monday-Friday @ 20-30 hours per week
- \$20 per hour
- Opportunity for additional hours based on schedule (evenings, weekends, holidays)
- \$200 clothing stipend