

### **Funeral Coordinator - Service Engagement Agreement/Contract:**

- End to end ownership of the MCA Funeral Services Process to deliver highest quality funeral services as per MCA guidelines and process working closely with the MCA Funeral Committee & Executive boards.
- Meet with families and work directly with them on MCA's behalf, arrange for the removal of the deceased and arrange funeral services. Shall act as a liaison to coordinate desired service arrangements.
- Arrange for the transportation of deceased from hospitals, coroner's office, residences and convalescent homes etc. during business hours and weekends (if necessary).
- Obtain all required legal documents to allow for the burial of the deceased. Will accurately prepare and process a variety of correspondence and documents including contracts, receipts, and other forms as appropriate.
- Deliver and pick up Death Certificate orders at Health Department and deliver to appropriate funeral home following policies and procedures. In case of unnatural death, work with the local coroner's office. Arrange for embalming in unusual cases.
- Communicate via email the details of the Janazah prayer well in advance to the community
- Arrange for the Ghusl (washing) and Janazah prayer for the deceased.
- Set up & clean up before and after services. Maintain cleanliness of Funeral Home areas. Clean funeral home before and after ghusl, replenish all the things required for ghusl. All garbage to be disposed properly (i.e. garbage vs bio grade-able)
- Maintain cleanliness and preparedness of vehicles (hearses) and schedule maintenance and repairs (such as oil changes) as needed.
- Assist on funeral services to set up and assist with casket loading/unloading.
- Co-ordinate and inform the burial place to ensure that the required burial place is ready for the deceased.
- Arrange transportation of the deceased to the final resting place, assist in the burial process for the deceased. Participate in making dua for the deceased.
- Work closely with the Funeral Committee; Other duties as assigned
- Follow the process laid down by MCA on reporting monthly, quarterly and yearly.
- Contract would initial for 3 months as probation and extended to a year based on performance
- Payments for funeral service would be based on per Janazah (awaiting your quotation per Janazah)

Email resume to [hr@mcabayarea.org](mailto:hr@mcabayarea.org)