

Licensed Funeral Director

Position: Funeral Director with a California Funeral Director license

Location: Muslim Community Association (MCA) & Masjid Al-Noor, Santa Clara CA

Supervisor: MCA Treasurer, Funeral Committee chair or other manager as may be assigned

Job Summary:

Muslim Community Association is seeking an employee as Funeral Director position based in Santa Clara, California. The Funeral Director will guide and provide funeral services to the bereaved families in the community and in preplanning funeral services. Will work closely with the MCA Funeral Committee. Work closely with the MCA Funeral Service Engagement personnel

Essential Functions:

1. Exhibit exceptional customer service and communication skills.
2. Obtain all required legal documents to allow for the burial of the deceased including getting death certificate and burial permit. Must accurately prepare and process a variety of correspondence and documents including contracts, receipts, and other forms as appropriate
3. Work closely with the Funeral Committee; Other duties as assigned.
4. Ensure that MCA is State, County & City Compliant:
 - Obey All Laws. Funeral Director should ensure MCA Funeral establishment is compliance with all conditions of probation and obey all federal, state, and local laws, and all rules and regulations governing the programs regulated by the Bureau.
 - Monthly & Quarterly Reporting – Funeral Director shall submit quarterly declarations under penalty of perjury, in a format designated by the Bureau, stating whether or not MCA Funeral establishment has been in compliance with all the conditions of probation. Funeral Director shall also submit such additional written reports and verifications of actions requested by the Bureau. Should the final probation report not be made as directed, the period of probation shall be extended until such time as the final report is made.
 - Interview with Bureau Representative. As necessary, Funeral Director shall appear in person for scheduled interviews with the Bureau Chief or other designated representative for the purpose of monitoring compliance with the terms of this decision.
 - Monitor and support all the probation conditions.
 - Maintain your license as Funeral Director

Minimum Qualifications:

Must hold a California Funeral Director's License. Must hold a valid California Driver's License.

Skills/Knowledge: Practicing Muslim with a good knowledge and understanding of the Islamic faith and funeral process and California funeral process in general; Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent phone skills; great organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written forms; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

Email resume to hr@mcabayarea.org