



		ISSUED: 12/14/2022
TITLE: Mortuary Assistant, Sr.	SALARY TABLE: SA	CLASS CODE: SA579
UNION: Staff Association - Local 2071, U.A.W.	SALARY GRADE: 6	EEO CODE: 5
JOB GROUPING:	FLSA: Nonexempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Assists Mortuary Supervisor in day to day operations of the Body Bequest Program. Includes, preparation of cadavers in every step of custodial care, gross lab maintenance, assistance in office work such as phone inquiries, death reports, and all paperwork associated with above. Reports to Mortuary Supervisor.

Essential Job Functions	% Time
<p>Assists in preservation, wrapping & storage of cadavers, both anatomically and soft embalming techniques, following established procedures and utilizing appropriate care in handling chemicals.</p> <p>Assists in preparing cadavers for courses both within the School of Medicine as well as at other universities or hospitals that we service.</p> <p>Assists in maintaining the gross anatomy laboratories through cleaning and disinfecting, checking and refilling supplies, and distributing models and specimen when required.</p>	40%
<p>Answers phone inquiries related to the Body Bequest Program.</p> <p>Counsel families prior to and at time of death of a loved one.</p> <p>Gathers information required to complete a certificate of death in the State of Michigan and file the record.</p> <p>Works with medical staff and personnel in nursing home, hospitals, Medical Examiner offices, or hospice nurses or facilities to obtain required documentation when a death occurs.</p> <p>Facilitates transportation of a decendant from place of death to WSU Body Bequest Program.</p>	25%
<p>Assists in preparing cadavers to be sent to crematory. Gathers proper forms and paperwork to send with cadavers to ensure the correct cremains are returned to the University and marked as such.</p> <p>Prepares cremains to be sent home, when family requests, or prepares them to be buried in the Wayne State University burial site.</p> <p>Assists in maintaining order in the office so that when families call to inquire records are accessible and notes are concise to give information to families without delay.</p>	20%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Assists in preparing and executing a yearly memorial service to honor our donors which requires continuous planning throughout the year to ensure all required documents and permits have been obtained, and families have been personally notified of the service.	10%
Performs other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education

Degree in Mortuary Science from an Accredited College or University. Candidates with an equivalent combination of education and experience may be considered.

Experience

3-5 years prior experience working in a funeral home.

Knowledge of laboratory procedures and specialized equipment and materials

Knowledge, Skills and Abilities

- Demonstrated ability to work independently.
- Strong organizational skills
- Good working relationship with other team members and the general public
- Knowledge of state laws as they pertain to Mortuary Science
- Excellent written and oral communication skills
- Ability and willingness to speak at public engagements regarding Body Bequest Program

WORKING CONDITIONS

Work is performed in both laboratory and office space

Moderate physical effort is required to perform duties

Exposure to varied temperatures, fumes, and chemicals

ADDITIONAL COMMENTS

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