

▶ MISSION

Honoring lives and enriching caregivers.

▶ VISION

Provider of choice for creating meaningful experiences.

▶ CORE VALUES

COMMITMENT TO CUSTOMERS

We **treat all with care and empathy**, support our **communities**, and value our **relationships**.

QUALITY

We provide **exceptional service** and **outstanding products** that together, **deliver premium value**.

INTEGRITY & RESPECT

We **honor our commitments** and treat customers, partners, and each other with **dignity**.

COURAGE & COMPASSION

We have the **strength** to **do what is right** for our customer, the business, and one another.

EXCELLENCE IN EXECUTION

We are **accountable for our actions**, always **strive for excellence**, and **deliver positive results**.

CONTINUOUS IMPROVEMENT

We have a spirit of **learning & development** to **foster innovation** and an **on-going pursuit of excellence**.

POSITION PROFILE:

Traveling Funeral Director

Upper Midwest

As a Funeral Director, you have the unique opportunity to guide individuals and families through one of the most difficult times in their lives. Becoming a Traveling Funeral Director is an exciting career opportunity to work in multiple markets and experience a variety of locations while enjoying above average levels of compensation. Travel and lodging expenses covered.

The right person for this position must adapt quickly and have a strong desire for new experiences. In addition, they would exemplify the genuine compassion and dedication essential for providing exceptional service to those experiencing the loss of a loved one.

TO APPLY:

If you believe that funeral service is truly a calling and not merely a career, we'd love to hear from you! Please email your cover letter and complete resume to careers@vertin.com.

VERTIN HISTORY AND TODAY

From the first Vertin funeral conducted in 1904, providing professional, first-class funeral service has been our priority and creating meaningful experiences for families has been our passion. We have a long history of stability and financial security as a privately held funeral business. With locations spanning the Midwest, we are a diverse group of over 500 individuals inspired by a shared commitment to making a difference in people's lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Provide coverage and support services with flexibility and immediate response as directed by management.
- ◆ Arrange and conduct funeral and memorial ceremonies in a professional, organized, and caring manner in keeping with company policies and procedures.
 - Accurately prepare all documents related to funeral services, cremations, and maintenance.
 - Deliver flowers, caskets, urn, photos and other personal keepsakes or mementos of client families, ensuring proper care and storage of these items.
 - Assist at church services and at the cemetery as needed.
- ◆ Supervise and care for the deceased in a respectful manner and in keeping with regulatory requirements, while performing a variety of tasks which include removals and transfers, embalming, cosmetology, hairstyling, dressing, and casketing.
- ◆ Where applicable, provide aftercare, including delivery of documents, cards, and information on insurance, pre-arrangements for next of kin.
- ◆ Ensure potential preneed referrals are shared with the Advance Funeral Planner.
- ◆ Operate and maintain the crematory at certain locations, including repositioning and processing of cremated remains as per the Procedures Manual.
 - Where location differences cause the Funeral Director to serve as a Crematory Operator, specific responsibilities also include those of a Crematory Operator.
- ◆ Promote and maintain a positive, safe, and healthy work environment.
- ◆ Ensure adherence to all professional, state, and federal licensing authority, regulations, and rules applicable to funeral service.
- ◆ Perform office duties and reporting as needed.
- ◆ Assist with the maintenance of vehicles, the facility and property, and receive caskets and other funeral home supplies as well as place them into inventory.
- ◆ Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS

- ◆ High School Diploma or equivalent
- ◆ Degree from Accredited Mortuary Science Program plus additional college credits as required in the applicable state
- ◆ Successful completion of the National Board Examination
- ◆ Successful completion of the applicable State Board Examination
- ◆ Valid Funeral Director and/or Embalmer State Licensure
- ◆ Valid Driver's License and proof of insurability

SKILLS, QUALIFICATIONS, ABILITIES

The individual must possess these skills and abilities or explain and demonstrate that he or she can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.

- ◆ Ability to manage stressful situations with flexibility and professionalism
- ◆ Strong dedication to serving the needs of others
- ◆ Customer service and/or sales experience
 - Attention to customer needs
- ◆ Proven experience in establishing strong personal and business relationships with customers and partners in the community
- ◆ Ability to implement choices made by the families regarding the funeral, final disposition, and memorialization of the individual
- ◆ Accountability for servicing families in a professional, compassionate, patient, and timely manner
- ◆ Experience as a contributing team member, where individuals work together and share equally in the exchange of ideas, concepts, and process outcomes
- ◆ Solid communication and presentation skills with both small and large groups
- ◆ Extensive knowledge of industry, company, products, and services
- ◆ Solid organizational and reporting skills
- ◆ Above average technology skills