

# Funeral Service Assistant



If you enjoy talking to others and are actively looking for ways to help people, then consider starting the Funeral Service Assistant Program at North Orange Continuing Education (NOCE) as your first step to a career in the mortuary industry.

## Career Highlights and Opportunity

Funeral Services Assistants are responsible for a variety of tasks during funerals to assist Funeral Directors and to ensure services run smoothly and as planned. Some duties include placing the casket in the parlor or chapel prior to service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket, and issuing and storing funeral equipment. Funeral Service Assistants function as an information manager for an office and they schedule meetings and appointments, organize and maintain proper electronic files, manage projects, and provide customer and personal services.

Funeral Service Assistants have career growth opportunities in the following positions:

- Funeral Director
- Funeral Service Manager
- Embalmer
- Memorial Counselor
- Preparation Room Manager
- Crematory Operator

## PERSONALITY

People in this career work in jobs that need:

- Integrity
- Dependability
- Concern for Others
- Self Control
- Cooperation

## SKILLS

People in this career often have these skills:

- Speaking—Talking to others
- Social Perceptiveness—Understanding people's reactions
- Service Orientation—Looking for ways to help people

## JOB OUTLOOK—CA

Number of Jobs in 2018	2,329
2018-28 Job Growth	8%
Entry-Level Pay in 2018	\$25,043/Annual \$12.04/Hour
Median Pay in 2018	\$29,931/Annual \$14.39/Hour

*Salary and employment outlook will vary depending on the skill, experience, employer, and geographic location.*

*Source: EMSI*

For more information on this career or to explore other careers visit Career Coach at

<https://nocccd.emsicc.com/>



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The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit [www.noce.edu](http://www.noce.edu). It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

## Program Information

NOCE's Funeral Service Assistant Certificate Program prepares students for an entry-level position as a Funeral Service Assistant, Funeral Attendant, or Funeral Greeter within the mortuary industry. The program provides in-depth instruction on the profession and is a direct pathway into the Mortuary Science Program at Cypress College.

### Upon completion of the program students will be able to:

- Demonstrate the communication skills, personal characteristics, and cultural awareness needed to interact with client families
- Understand the importance of values, tradition, and religion and how it impacts the funeral service practice
- Describe the purpose of the Federal Trade Commission (FTC) as it relates to the industry
- Write a newspaper obituary/death notice for publication
- Understand the business operations within a funeral home
- Create an effective merchandise display
- Identify the methods and chemicals used to prepare remains for disposition
- Understand funeral arrangement funding options and the different types of funeral contracts

### PROGRAM FEATURES

- Courses are tuition –free (students are responsible for textbooks and course supplies)
- Students who transfer to Cypress College can earn course credit via credit-by-exam for Mort 201C Funeral Directing and MORT 203C Methods of Disposition
- Program can be completed in as little as 9 months

### BENEFITS

- Prepare for entry-level employment in the mortuary industry
- Cultivate leadership, teamwork, and collaboration skills through cohort-based learning
- Develop foundational skills for further education and training

### ELIGIBILITY REQUIREMENTS

- Be 18 years or older
- Complete an Admissions Application
- Complete an online Orientation at least 24 hours prior to registering

### RECOMMENDATIONS

- Have good communication skills
- Have basic English reading, writing, and speaking skills and/or be at an ESL intermediate low level

For more program information visit:

<http://careers.noce.edu/>

Email: [careers@noce.edu](mailto:careers@noce.edu) | Phone: 714.808.4915



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