



## Join our Hospice Services Team

Community Care Northumberland is a multi-service, volunteer-based community support organization serving residents of Northumberland County. We are currently accepting applications for a **new** part-time position of a **Hospice Volunteer Recruitment and Development Coordinator**. The Hospice Volunteer Recruitment and Development Coordinator will work closely with Hospice staff to grow the volunteer base in the Community Visiting Hospice program with a focus on increasing volunteers within a variety of communities across Northumberland County.

### **Hospice Volunteer Recruitment and Development Coordinator** **Part-time (21 hours/week)**

Reporting to the Regional Hospice Program Coordinator and as a working member of the Hospice Services staff team, the Volunteer Recruitment and Development Coordinator is vital to the recruitment, development and support for volunteers meeting the current and future needs of the community Volunteer Hospice Visiting program.

#### **Key Areas of responsibility:**

1. Recruitment of individuals for hospice volunteer opportunities in collaboration with the Hospice Services Team;
2. Assesses and informs potential volunteers about programs;
3. Building and sustaining volunteers and volunteer relationships as needs change;
4. Facilitate the placement of volunteers within the Team;
5. Ensures necessary documentation and statistics are completed as required within agency policies and standards;
6. Collaborates and supports the public relations activities for the program and the agency;
7. Maintaining a positive image in the community as a representative of CCN's Hospice Services;

#### **Key Competencies Required for this Position:**

1. Post Secondary education in a social science, adult education or related field of study.
2. Volunteer Management Certification or equivalent.
3. Completion of a Certificate in Fundamentals of Palliative Care and/or a hospice volunteer training course with an accredited Ontario hospice organization will be considered an asset.
4. Minimum of one-year direct experience coordinating volunteers and working in Hospice palliative care or three years related experience
5. Excellent verbal and written communication skills
6. Well developed presentation skills
7. Group facilitation skills and/or adult education skills
8. Demonstrated ability to work well independently and as part of a team
9. Proficiency and accuracy in computer and administrative skills
10. Ability to work flexible hours, evenings and weekends
11. Ability to travel – must have a reliable vehicle – valid drivers license and current car insurance
12. Current and original copy of a satisfactory Criminal Records Check including a vulnerable Sector Search is required upon the start of employment.

Posted - January 8, 2019

Interested candidates should submit their resume and covering letter by **January 23<sup>rd</sup> 2019** to:

Cheryl McFarlane  
Regional Hospice Palliative Care Coordinator  
Community Care Northumberland  
[c.mcfarlane@commcare.ca](mailto:c.mcfarlane@commcare.ca)

**Community Care Northumberland** is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.  
[www.commcare.ca](http://www.commcare.ca)

**In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.**