

Hospice Service Coordinator
Ed's House, Northumberland Hospice Care Centre
(Full-Time)
Internal and External

Reporting to the Community Manager, and working as part of the interdisciplinary staff team, assists in the coordination of a high-quality hospice palliative and bereavement program, providing case management to clients, family members and caregivers, participates in volunteer recruitment, training, placement, support and evaluation, develops new programs responsive to client/volunteer needs and assists in the promotion of the program and agency.

Primary Duties and Responsibilities:

- Coordinates the hospice program within the mission of the agency
- Provides Case Management to clients and their family members/caregivers requiring hospice care
- Participates in volunteer recruitment, placement, support and evaluation
- Develops new programs responsive to community needs within the mandate of the agency
- Actively participates and complies with the Health & Safety Program of the agency
- Collaborates in the public relations activities of the agency
- Communicates effectively with agency staff, other agencies and the public
- Commits to professional self-development and personal wellness

Qualifications:

- Post-Secondary Diploma in a related field or equivalent combination of education and experience
- Minimum of one year direct or three years related experience
- Completion of a 30-hour hospice volunteer training course with an accredited Ontario hospice organization will be considered an asset
- Experience supervising and supporting volunteers
- Excellent verbal and written communication skills
- Strong Computer skills in word processing and data bases
- Group facilitation skills and/or adult education skills
- Knowledge of hospice palliative and bereavement care sector
- Valid driver's license and access to a reliable vehicle
- Ability to work flexible hours

Qualified applicants are asked to submit, via e-mail, a detailed resume by July 21, 2022 to:
careers@commcare.ca

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.
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.

“Giving Strength Through Caring”



CommunityCare
NORTHUMBERLAND

