

COMMUNITY HOSPICE COORDINATOR

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| DEPARTMENT: | COMMUNITY SUPPORT SERVICES |
| REPORTS TO: | CLIENT SERVICES MANAGER |
| STATUS: | TEMPORARY FULL TIME |
| SHIFT: | DAYS |
| COMPENSATION: | \$27.399/hr |
| UNION: | SEIU |
| AVAILABLE TO: | INTERNAL & EXTERNAL |
| DATE POSTED: | APRIL 17, 2024 |

POSITION DESCRIPTION:

As a key member of the HHHS – Hospice Palliative Care program, the Hospice Coordinator is responsible for programs and services that provide support for families and individuals living with a terminal or life-limiting illness within Haliburton County. This includes collaborating with the client service manager to develop the annual plan for caregiver education and support groups offered to family caregivers which may include case management, education, support groups ect. Planning, provision and evaluation of: the Volunteer Visiting Hospice Program in community, palliative care unit, acute and long-term care settings; recruitment, training and ongoing professional development of volunteers in collaboration with the Volunteer Services Coordinator; and community capacity building, education and outreach initiatives as they relate to the hospice philosophy, death and dying, grief and bereavement in collaboration with community partners.

QUALIFICATIONS:

The successful candidate will possess:

- An undergraduate degree in health or social science, adult education or related discipline is preferred.
- Hospice palliative care knowledge and training; certification through a recognized palliative care education/training program (ie. Fundamentals of Hospice Palliative Care);
- Experience in coordinating and supporting volunteers;
- Demonstrated experience in adult education, training, and public presentations;
- Experience with program development, implementation, and evaluation;
- Demonstrates compassion, empathy, integrity, respect, courtesy and a caring attitude in all interactions;
- Exceptional listening skills;
- Demonstrated proficiency with computers and excellent organizational and time management skills are required
- Current CPR, a valid drivers' license and access to reliable vehicle, in addition to an ability and willingness to work flexible hours is mandatory.

The successful candidate must demonstrate a commitment to ongoing education and professional growth in maintaining current knowledge in the changing face of both hospice palliative care and bereavement.

SUBMIT APPLICATION AND RESUME TO: **Human Resources Job Application Box**

PLEASE QUOTE JOB NUMBER: **2024-42**

DEADLINE: **April 26, 2024 @ 1600 Hrs**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.