



Since 1983, Hospice King-Aurora-Richmond Hill (HKARH) has been providing specialized services and support to those diagnosed with life-threatening illness, the people who care for them and those who are bereaved. We are a non-profit community-based hospice offering programs free of charge to those living in King Township, south Aurora and Richmond Hill.

**HKARH is seeking a compassionate & qualified individual to join our client-focused care team as
COORDINATOR OF CAREGIVER & BEREAVEMENT PROGRAMS**

Permanent Part-time (0.8 FTE – potential to increase to full-time) Salary range \$25-29/hour

POSITION SUMMARY

The Coordinator of Caregiver & Bereavement Programs leads the planning, development, implementation, evaluation and administration of HKARH's caregiver, anticipatory grief and bereavement support programs.

RESPONSIBILITIES:

- Provide intake and assessment of clients (children, youth, adults & families)
- Provide short term 1:1 support
- Develop, implement and evaluate innovative programs and services
- Maintain complete, accurate, and timely client records and care plans
- Work closely with Volunteer Coordinator to facilitate caregiver and bereavement volunteer training, orientation and placement
- Develop educational materials for clients, volunteers and community
- Collaborate with other service providers to provide a continuum of services for our caregiver and bereavement clients and families
- Assist with community outreach and marketing of caregiver and bereavement programs

QUALIFICATIONS:

- University degree in Social Work (BSW, MSW), Psychology or equivalent with expertise in the area of caregiver and bereavement support
- Registration with Professional College
- Certificate program in Grief Counseling is an asset
- At least 2 years of experience in hospice palliative care or related field
- Experience in community setting working with children, youth, adults, families and volunteers
- Exceptional communication and interpersonal skills
- Ability to work unsupervised exercising a high degree of discretion and independent judgement
- Outstanding organizational, time management, and problem solving skills
- Excellent computer skills
- Flexible schedule to accommodate occasional evening and weekend work
- Experience will be considered in concert with education
- Must have valid driver's license and reliable vehicle

Please forward resume & cover letter to: Heidi Bonner, Executive Director
Hospice King-Aurora-Richmond Hill
350 Industrial Pkwy South, Aurora, ON L4G 3V7
Email: careers@hospicekingaurora.ca
Fax: 905-727-1134

**Application Deadline:
Friday February 24, 2017**