



Community Care Assistant - Summer Position

Must be a full-time student between 18 and 30 years of age and returning to school on a full-time basis in September in order to apply.

Position Summary

Join our team and make a difference! We are currently seeking a summer student to fill the role of Community Care Assistant to support the provision of hospice services to children, adolescents, adults and geriatric clients in collaboration with the Hospice client care team. Responsible for documentation, assistance with case management and clinical workload, preparing and updating client and/or volunteer files, following up with clients, maintaining up to date directory of community services and resources and assisting in the organization of complementary therapies and community events such as yoga night, nature walks etc.

Since 1995, Hospice Vaughan, a not-for-profit organization, has been helping people with life-limiting illnesses live fully in comfort and with dignity until they die, while providing support for families, friends, and caregivers. Currently we offer community based programs and services and we are expanding to include a new 10-bed residential hospice.

Responsibilities

- Assist in preparation of letters, memos, reports and statistics and distribute as directed, as well as maintaining client and volunteer records
- Call prospective clients, relay information about services, and complete intake process, as appropriate. Consult with Hospice Services Manager as needed
- Enter all new referrals into client database and produce related reports as requested. Update changes in database as needed
- Prepare support groups and events announcements for approval by hospice services manager and coordinate dissemination to appropriate departments
- Assist with case management and service workload
- Assist in planning and logistics of community events such as education and information sessions, yoga nights, nature walks etc.
- Coordinate and provide direction to volunteers helping with clerical duties
- Ability to maintain a high degree of confidentiality and professionalism in all aspects of the job, including displaying courtesy and sensitivity in all contacts and managing difficult client situations effectively

Qualifications

- College or University student pursuing Social Work or related major
- Must be between 18 and 30 years of age
- Must be currently registered as full-time student and be returning to school on a full-time basis in the next academic year
- Experience and knowledge about the hospice sector and/or the non-profit sector is an asset
- A strong teamwork orientation and the ability to effectively interface with different functions/
- Energetic and articulate, proven self-starter and leadership abilities
- Excellent verbal and written communication skills
- Enthusiastic, warm friendly manner
- Strong computer skills (MS Word, Excel and PowerPoint)
- Must be a Canadian citizen, permanent resident or have refugee status
- Must have a valid Social Insurance Number and be legally entitled to work in Canada
- Successful applicants are required to provide a criminal reference check

Qualified applicants are invited to forward a cover letter and resume to hr@hospicevaughan.com. Please specify "Community Care Assistant" in the subject line of your email.

Deadline for applications is 9:00 am on Tuesday, March 13th.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted.