



**Grief and Bereavement Coordinator – Contract 10 months
30 hours per week**

Hospice Vaughan – Woodbridge, ON

About Us

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 Centre of Excellence that will open in Summer/Fall 2019.

Position Summary

Join our team and make a difference! We are currently seeking a dynamic and caring individual to join our organization as a professional Grief and Bereavement Coordinator as we grow to support our community. This position is a member of our Client Care Team and interdisciplinary team. This role is responsible for the development, implementation, coordination and all reporting pertaining to the provision of grief and bereavement supportive services for individuals, families and children. This position reports directly to the Executive Director and secondary report is to the Manager of Hospice Services.

Key Duties and Responsibilities

- Contribute to the care of the individual through psychosocial support, information sharing, individualized care-plan development, systems navigation, advocacy and facilitation of volunteer support
- Conduct assessment of the individual's needs for services and support and collaborate with the individual to develop a care plan reflective of the identified needs and goals
- Implement the care plan by linking the individual to appropriate hospice services and/or making referrals to external health and social services
- Provide ongoing comprehensive psychosocial support, education and information to individuals and families dealing with a loss or impending loss
- Attend all staff meetings and other meetings and events as required
- Ensure all professional and ethical guidelines are strictly adhered to
- Ensure accurate and timely collection, recording and reporting of program statistics to meet established deadlines
- Keep proper case files and clinical notes and ensure the maintenance of accurate records in the process of referral, assessment, service delivery, discharge and program evaluation
- Collaborate with the Client Care Coordinator, Volunteer Manager and Manager of Hospice Services to train, place and supervise bereavement volunteers and student interns.
- Keep relevant resources and materials up to date
- Provide quarterly/annual reports on service delivery statistics, program evaluation and future initiatives.
- Maintain confidential records and ensure privacy and security
- Coordinate bi-annual Hospice Memorial ceremonies
- Other duties as defined by the Executive Director/Manager Hospice Services



Qualifications

- University degree in Psychology, Counselling, Social Work (BSW, MSW) or equivalent with expertise in the area of Grief and Bereavement support. Master's degree preferred
- Experience and knowledge in Hospice Palliative Care or related field is preferred
- Knowledge of end-of-life care and familiarity with the Client's journey which will assist the individual and their family in dealing with their anticipatory grief
- A registered member in good standing with the applicable professional regulatory body
- 3-5 years' experience successfully developing and delivering bereavement support, preferably in an end-of life health care or community setting
- Experience working with Volunteers and diverse populations
- Computer skills in MS *Word*, *Excel* and client data base software
- Must have a valid Ontario driver's license and a car and have insurance
- Proficiency in a second language is an asset (French, Italian, other)

Position Competencies

- Sound knowledge of hospice palliative care, hospice services, or health care
- Understanding of the psychosocial dynamics of illness, loss, death, mental health and bereavement
- Understanding of the special needs of individuals living with life-limiting illness, their family caregivers and the bereaved
- Competent in all aspects of case management
- Excellent active listening, oral and written communication skills
- Knowledge of community resources relevant to the bereavement experience
- Proficient in public speaking and presenting around issues of loss, grief, death and dying
- Experience with volunteer training, guidance and supervision
- Demonstrates confidentiality in all matters

Personal Competencies and Aptitudes

- Awareness, commitment, and ability to include one's own as well as other's different cultural perceptions, assumptions, norms, beliefs, and values
- Strong sense of compassion with sensitivity to the impact of life and death issues faced by individuals with life-limiting illness and their families
- Practices self-care to cope with the stress of repeated loss exposure
- Ability to work independently and effectively as part of a team
- Ability to relate professionally and positively and work cooperatively with hospice team members at all levels as well as community health partners
- Superior organizational and time-management skills
- Ability to work flexible hours to accommodate client and organization needs

Qualified applicants are invited to forward a cover letter and resume to hr@hospicevaughan.com. Please specify "Grief and Bereavement Coordinator" in the subject line of your email. No phone inquiries please.

Deadline for applications is noon on Tuesday July 3, 2018. We thank all applicants, however, only those invited for an interview will be contacted. We welcome applications from people of diverse backgrounds.