



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

COORDINATOR OF VISITING & WELLNESS PROGRAMS

POSITION SUMMARY

The Coordinator of Visiting & Wellness Programs is an integral member of HKA's client-focused care team and oversees, supports and develops both the In-Home Volunteer Visiting Program and the Wellness Programs.

RESPONSIBILITIES

- Complete intake, individualized client assessments (including in-home visits when needed), care plan development and monitoring
- Match in-home visiting clients with volunteers and provide ongoing supervision and support to visiting volunteers
- Assist clients and families with system navigation and access to other community service organizations
- Register clients for wellness programs and provide supervision and support to wellness volunteers & facilitators
- Oversee and develop wellness initiatives
- Provide telephone and other support as needed to visiting & wellness clients, caregivers & family members
- Maintain and update client database
- Assist in the development of education materials for clients, caregivers & volunteers
- Represent HKA at the bi-monthly Hospice Palliative Care Inter-professional Rounds and at other community initiatives and groups
- Collaborate with Volunteer Coordinator for visiting volunteer training & orientation
- Work with Bereavement Services Coordinator to provide a continuum of care for clients & families
- Provide outreach and program promotion to community agencies

QUALIFICATIONS

- Post-secondary degree in nursing or social work or acceptable combination of education & experience
- Minimum of three years of experience in community-based and/or public health setting working with clients and volunteers
- Strong understanding of hospice palliative care issues and knowledge of local community resources
- Outstanding communication and interpersonal skills
- Excellent organizational, time management & problem solving skills
- Good ability to work in a computerized environment
- Valid driver's license and reliable vehicle

Permanent Part-time (18 hours)

SALARY RANGE: \$22.00 –\$ 25.00/hour or by Independent Contract

Please forward resume & cover letter to:

Executive Director
Hospice King-Aurora
350 Industrial Pkwy South
Aurora, ON L4G 3V7
Fax: 905-727-1134

Application deadline: June 9, 2014

Email: careers@hospicekingaurora.ca