HOSPICE SIMCOE
35TH ANNIVERSARY

Job Posting for:
COMMUNITY CARE COORDINATOR

(12-Month contract to begin mid-March 2023)

Overview of position:

The Community Care Coordinator's responsibility is to coordinate high quality care and support to all Hospice palliative clients, families, and caregivers in the community as part of the Visiting Hospice Services program. The coordinator will organize and implement program development based on the needs of the client and families utilizing the support of Hospice volunteers.

Reports to: Manager of Community Support Services

Duties and Responsibilities:

- Respond to community requests for support including conducting an intake/assessment, providing resources, and developing a plan of care, in collaboration with client/family
- Review all referrals, redirect unsuitable referrals to appropriate community resources
- Serve as the contact for clients, families, caregivers, volunteers, and health care providers
- Provide ongoing monitoring and needs assessment of clients and conduct client follow-up as needed
- Identify volunteer recruitment and training needs to support the program
- Enhance volunteer engagement through regular contact, coaching and debriefs with volunteers
- Liaise with and participate in relevant networks of care providers
- Maintain knowledge of relevant community resources for clients and volunteers
- Ensure that program evaluation is conducted through utilizing feedback mechanisms and data collected is utilized for future planning
- Provide input into the development of new and/or existing programing as it relates to a broad range of support for persons living with a life limiting illness
- Meet or exceed HPCO Accreditation Standards as relevant to the program
- Provide timely and accurate statistical reporting as required by Ministry and continuous quality improvement initiatives
- Maintain client confidentiality according to PHIPA, PIPEDA and Hospice Policies
- Support initiatives for strategic planning, accreditation, quality assurance, fund-raising, and other activities of Hospice Simcoe
- Ensure all contact with clients (case notes, phone calls) is documented and completed in a timely manner in accordance with the Ontario College of Social Worker standards

Skills and Qualifications:

- University degree in Psychology, Counselling, Social Work, Nursing or equivalent with expertise in Hospice and Palliative Care
- Demonstrated experience providing hospice palliative care in community, hospital, or appropriate long term care setting
- Demonstrated ability to display a sense of calm while working under pressure in a fast-paced environment

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Skills and Qualifications, continued:

- Excellent conflict resolution skills
- Experience working with Volunteers and diverse populations.
- Strong computer skills (Word, Excel, Outlook, databases, and effective internet research).
- Ability to work evenings and/or weekends if required.
- Current G driver's license and reliable transportation
- Successful candidates must complete a police reference check for vulnerable sector and vaccinated for COVID-19

Salary Range:

Based on a 37.5 hr work week, $64,600 - $72,754

Application deadline:

Please submit a cover letter and resume by:
12:00pm, Friday February 3rd, 2023 to:

Connie Devlin, Human Resource Manager
email: connie@hospicesimcoe.ca

Hospice Simcoe is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

We thank all applicants, however, only those invited for an interview will be contacted