



## **Bereavement Coordinator**

### **Palliative Care Community Team (PCCT) Temporary Full Time (35 hours/week ~ up to 6 months)**

Community Care Northumberland is a multi-service, volunteer-based community support organization serving residents of Northumberland County. We are currently accepting applications for the position of a **Temporary Bereavement Coordinator**. The Bereavement Coordinator will implement and support high quality bereavement programs.

Reporting to the Director, Hospice Services and working as part of the Hospice Palliative Care staff team, the Bereavement Coordinator is responsible for; coordinating a high quality bereavement program; assisting clients through case management; evaluating agency programming for bereaved clients; volunteer management of bereavement volunteers; and, promoting the services of the agency.

#### **Key Accountabilities:**

1. Develops and coordinates the bereavement program within the agency;
2. Oversees the volunteer management and training of bereavement volunteers;
3. Provides Case Management and support services to clients, their family members and caregivers requiring Bereavement support;
4. Works in close collaboration with the Supportive Care Counsellor and the Palliative Care Community Team;
5. Ensures necessary documentation and statistics are completed;
6. Supports and works in partnership with hospice care staff in community and agency education and debriefing;
7. Responsible for ongoing program evaluation;
8. Collaborates and supports the public relations activities for the program and the agency;

#### **Key Competencies Required for this Position:**

1. Post-Secondary education in a social science related field of study and work experience, or equivalent combination of education and work experience.

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2. Additional specialized training/education/certification in the area of grief, loss and bereavement is required.
3. Specialized training or education in mental health is considered a strong asset.
4. Understanding of family dynamics and systems theory.
5. Experience in group facilitation, adult education skills and the provision of grief support.
6. Completion of a 30-hour hospice volunteer training course with an accredited Ontario hospice organization will be considered an asset.
7. Demonstrated knowledge of the hospice philosophy of care.
8. Ability to perform holistic bereavement assessment and intervention.
9. Knowledge, experience and training around traumatic death and mental health.
10. Superior empathy and compassion skills.
11. Excellent listening, assessment, critical thinking and problem solving skills.
12. Ability to work well within an interdisciplinary team.
13. Ability to provide mentorship, guidance, and support to volunteers in a supervisory role.
14. Proficiency and accuracy in computer and administrative skills.
15. Ability to travel within Northumberland County.

Interested candidates should submit a resume and covering letter by **4:30 pm on Wednesday November 18<sup>th</sup>, 2020** to:

Jaryn Blaker  
Human Resource Office Assistant  
Community Care Northumberland  
[j.blaker@commcare.ca](mailto:j.blaker@commcare.ca)

**Community Care Northumberland** is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.

[www.commcare.ca](http://www.commcare.ca)

**In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.**

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