



Scarborough Centre for Healthy Communities (SCHC) is dedicated to addressing the holistic health and wellness needs of the people of Scarborough. In order to remain a client-centred, integrated, engaged and proactive organization, we've continued to work closely with our community members, foster partnerships with initiatives that addressed pressing needs while setting new standards of excellence.

We are currently looking to hire a:

Community Hospice Volunteer Coordinator
Part – Time (24.5 hours per week)
16 month Contract

Reporting To: Director – Community Teams

Purpose:

The Community Hospice Volunteer Coordinator (CHV) will manage volunteer resources through a new innovative model. Working with communities throughout Scarborough, the CHV Coordinator will develop, design, and launch a program that will build capacity of members of these communities to support their members who are living with a life threatening illnesses. This includes directly supervising volunteers, and/or providing guidance, support, resources and tools to staff who also supervise volunteers. The CHV Coordinator will work closely with the Coordinator of Volunteers, Outreach and Training Community Hospice Program and Friendly Visiting to train new volunteers.

Bring your passion for hospice palliative care and working with volunteers to this face-paced and dynamic environment, as well as your program development and implementation experience to this role.

Key areas of responsibility:

- Conduct strategic outreach to recruit groups of volunteers to ensure the best match between the skills, qualifications, and interest in hospice palliative care;
- Conduct the screening process for potential volunteers according to accepted standards and SHCH policies;
- Maintain accurate statistics as required by organization;
- Ensure this program meets SCHC's privacy requirements for all volunteer records;
- Conduct ongoing evaluation of this new volunteer program and implement improvements as necessary;
- Mentor staff to work effectively and cooperatively with volunteers;
- Working with other Community Hospice Staff plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization;
- Liaise with other community agencies and associations to expand awareness of this new initiative;

- Prepare reports and news articles to communicate the contribution of volunteers to SCHC;
- Ensure that volunteer relationships with staff and clients are positive and assist with conflict resolution when needed according to established procedures;
- Performs other duties as assigned that are reasonable within the scope of the job

Scope and Accountability

The CHV Coordinator works closely with the Community Hospice Program staff and leadership to monitor and evaluate service delivery, program policies, and ensuring program is meeting its objectives.

Educational and/or Professional Qualifications:

- Post-secondary degree or College diploma in health, social science, adult education, or related fields
- Volunteer Management Certification from Recognized Academic Institution required
- Certification from the Canadian Administrators of Volunteer Resources or the equivalent provincial association is an asset
- Membership in CAVR or the equivalent provincial association is an asset
- Certificate in Fundamentals of Palliative Care an asset

Level of Experience:

Three years or greater experience coordinating volunteers and working in hospice palliative care.

Skills and Attributes

- Ability to supervise, train and support volunteers
- Strong interpersonal skills, including the ability to work with diverse groups
- Strong organizational skills
- Knowledge of community resources
- Strong communication, interviewing, listening and writing skills
- Capable of working effectively in a team environment
- Sensitivity and awareness of cultural, racial, economic, and socially diverse communities
- Computer literate in Microsoft Word, Excel, PowerPoint, Database Management etc.
- Valid license to drive in Ontario and access to a vehicle required

Significant Working Conditions:

Flexibility of hours – occasional evenings or weekend work may be required.

Remuneration: \$27.14 - \$31.68

Pay Band: F



Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca by 11:59pm on Friday, January 4th, 2019

Note: Please quote CHV Coordinator in the subject line.

Scarborough Centre for Healthy Communities is strongly committed to diversity within its community and inclusive workforce that reflects the communities that we serve. SCHC encourages applications from visible minority group members, women, aboriginal persons, persons with disabilities and members of sexual minority groups.

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

For more information about our programs and services, please visit our website at www.schcontario.ca