



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

**Psycho-Social-Spiritual Care Coordinator  
1-Permanent Part-Time (21hrs/wk)**

**Reporting To:** Manager, Hospice Palliative Care and Volunteer and Student Placement Programs

**Purpose:**

This position is responsible for developing, implementing, coordinating and supervising all activities of Psycho-Social-Spiritual Care Program. The Psycho-Social-Spiritual Care Coordinator will assess Individuals referred for psycho-social spiritual care, develop a care plan in partnership with the individual and act as the liaison between the individual, their volunteer and other care team members in ensuring the care plan is implemented. The Coordinator will provide the necessary information, support, debriefing and consultation to Volunteers to enable them to meet the needs of individuals accessing services.

**Key areas of responsibility:**

**Program Development and Management:**

- Plan, implement, facilitate, supervise and evaluate spiritual care activities and events
- Develop and review policies and practice guidelines for program management and service delivery
- Develop & review spiritual care resource materials for program use
- Design support materials for distribution to individuals receiving The Psycho-Social-Spiritual Care services
- Identify and pursue opportunities for community partnerships toward developing service delivery initiatives
- Ensure that there are accurate records in the process of Referral, Assessment, Service Delivery, Discharge and Evaluation
- Coordinate with other established community programs that are involved in psycho-social-spiritual care
- Participate in Continuous Quality Improvement (CQI) initiatives by identifying areas for quality improvement related to psycho-social-spiritual care and by implementing changes where appropriate

**Service Delivery**

- Collaborate with the Hospice Palliative Care Team on the provision of services and support to individuals accessing hospice services

**Individual Support:**

- determine the appropriateness of all psycho-social-spiritual care referrals and redirect inappropriate referrals in a professional manner
- ensure that Individuals understand the supportive (non-clinical) role of the hospice psycho-social-spiritual care services
- develop and document care plan based on Individual identified issues; maintain confidential record with all contact and relevant details of care plan implementation
- organize psycho-social-spiritual care activities to meet Individual's needs
- communicate with the assigned volunteer and other members of the care team as needed
- serve as primary psycho-social-spiritual care provider or to facilitate access to spiritual care through the individual's own faith/cultural community

**Education and Support**

- Develop/facilitate education programs/workshops for the general public and staff on spiritual distress and related topics.
- Assist with the coordination of the annual Hospice Palliative Care Memorial Service

**Other**

- Participate in staff/program meetings and committees
- Participate in Volunteer Appreciation events, staff orientation, and student placements as requested

**Essential Qualifications (Knowledge, Experience):**

- Master's Degree in Divinity
- Minimum 5 years experience in hospice palliative care – preferably in the community setting
- CASC Certification preferred
- Registered with CRPO required or willing to register within 3 months of employment

**Essential Competencies (Skills and Attributes):**

- Oral and/or written fluency in other languages would be considered an asset
- Proficiency in the use of computers and various software applications including EHR applications
- Demonstrated knowledge of health care system as it relates to palliative care delivery
- Demonstrated problem solving and critical thinking
- Demonstrated time management and ability to work autonomously
- Excellence in communication, partnership building and inter professional care commitment
- Demonstrated commitment to continuous learning and professional development

**Significant Working Conditions:**

- Ability to work flexible hours including evenings and weekends
- Ability to travel across Scarborough to a variety of care settings
- Valid driver's license
- Vehicle an asset

**Remuneration:** \$31.45 - \$37.88

**Band:** D

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

**Please reply in confidence to HR:**

By email: [hr@schcontario.ca](mailto:hr@schcontario.ca)

By fax: 416-724-5205

**Note: Please quote Psycho-Social-Spiritual Care Coordinator Position in the subject line.**

**Deadline:** Candidates are welcome to apply until position is filled

By email: [hr@schcontario.ca](mailto:hr@schcontario.ca)

We would like to thank all applicants; only those invited to interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations.

For more information about our programs and services, please visit our website at [www.schcontario.ca](http://www.schcontario.ca).