



1- Half Time Coordinator (17.5hrs/wk), Bereavement Care

Scarborough Centre for Healthy Communities is committed to enhance the quality of life of individuals in Scarborough who are facing advanced illness, death or bereavement and their families, friends and caregivers by providing volunteer-based: hospice palliative care; bereavement services; and educational opportunities.

We are seeking an individual with excellent problem-solving, decision-making, and case management skills. The Bereavement Care Coordinator is responsible for the intake, assessment, and service coordination for clients facing bereavement. They will be involved in case management and case consultations with other health professionals in Scarborough. They will ensure continuity of group programs, and regular training, support, and supervision of the Volunteer Facilitators. They will play a lead role in the development and maintenance of relationships with key stakeholders in the community.

Key areas of responsibility:

- Client Intake and Assessment
- Volunteer Matching and Management
- Office Administration
- Community Collaboration
- Risk Management

Our preferred candidate will possess:

- University degree or college diploma in nursing, health services, volunteer management, social work, or other related field
- 3-5 years relevant experience in the nonprofit sector
- Strong understanding and experience with client centered practice, group facilitation and case management
- Experience with individual assessments and case management
- Experience with community development and engagement
- Knowledge of current trends, resources, and information related to hospice
- Knowledge and experience working with terminal illnesses in a hospice/palliative care setting
- Excellent problem-solving, decision-making, and leadership skills
- Strong communication, verbal, listening and writing skills
- Strong assessment, problem solving and leadership skills
- Sensitivity to and awareness of cultural, racial and socio-economic diversity within the community

Working Environment

Flexible work schedule – occasional extended hours and evening work will be required

Physically, the office is located in an accessible building however; assessments are done in the clients' homes

For further information, please go to our website www.schcontario.ca

Please reply in confidence to:

By email: hr@schcontario.ca

*Note: Please quote **Bereavement Coordinator** in the subject line*

By fax: 416-724-5205

ATTN: HR Department

Deadline: *Interested candidates are invited to apply by **Thurs Feb 9, 2012 by 11:59pm.***

All applications must be received by this date for consideration.

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