



COMMUNITY AND VOLUNTEER ENGAGEMENT COORDINATOR **Stedman Community Hospice - St. Joseph's Lifecare Centre Brantford**

Purpose of the Position:

The Community and Volunteer Engagement Coordinator manages and maintains all community day programs and volunteer activities at the Stedman Community Hospice. They will represent the organization and work with the leadership team to develop and implement initiatives that support the needs of the hospice, volunteers, and palliative care community.

Primary Responsibilities:

- Develops, schedules, implements, and evaluates all day program activities
- Manages and maintains a schedule of volunteers
- Prepares reports on community day programs.
- Maintains accurate records of volunteers; schedules; activities and provides monthly reports to the Vice President, SJLCB
- Provides input regarding day program policies and procedures
- Maintains existing volunteer relationships through ongoing evaluation of the volunteer engagement strategy
- Provides daily oversight of kitchen, reception, housekeeping, and garden duties
- Orders supplies for all managed programs and activities
- Schedules and manages volunteer meetings
- Develops and deploys an annual volunteer engagement survey
- Manages and monitors all required volunteer training and volunteer development opportunities
- Assists in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Participates in the hospice on call leadership rotation
- Participates in weekly Hospice and St. Joseph's Lifecare Brantford leadership meetings

Qualifications:

Education and Experience

- A minimum of 3 years experience working in a clinical environment
- A minimum of 2 years experience in a leadership role
- Member in good standing with the CNO (Nursing applicants only)
- Experience working and collaborating within a multidisciplinary team
- Experience and understanding of the needs of the palliative care population

Skills and Abilities

- Overall knowledge of challenges faced by palliative care patients
- Demonstrated experience working with volunteers
- Ability to effectively collaborate with teams across an organization
- Excellent computer skills
- Excellent customer service, interpersonal and communication skills
- Self-directed with ability to organize, plan, and prioritize
- Adaptable and responsive to change
- Strong analytical and problem-solving skills.
- Ability to assist in leading projects
- Ability to work independently and as a member of a team

Competencies:

Personal Leadership	<input type="checkbox"/> Resilience
	<input type="checkbox"/> Demonstrates effective emotional and cultural intelligence
	<input type="checkbox"/> Growth mindset
	<input type="checkbox"/> Demonstrates character, role models our values
Leading and Developing Others	<input type="checkbox"/> Commitment to growth and development of others
	<input type="checkbox"/> Creates a culture of trust, collaboration, and pride in work
	<input type="checkbox"/> Promotes and supports a psychologically safe work environment
	<input type="checkbox"/> Demonstrates effective people practices to engage and retain employees
Results Orientation	<input type="checkbox"/> Translates strategy into actions
	<input type="checkbox"/> Strategically aligns decisions
	<input type="checkbox"/> Takes responsibility for the actions and performance of the team
	<input type="checkbox"/> Accountable for achieving defined outcomes and results
Leading and Transforming the Future	<input type="checkbox"/> Purposefully builds partnerships and networks to create results
	<input type="checkbox"/> Mobilizes knowledge into action
	<input type="checkbox"/> Demonstrates Systems/Critical Thinking
	<input type="checkbox"/> Able to shift approach and re-evaluate practices in response to new challenges and opportunities
	<input type="checkbox"/> Proactively engages stakeholders throughout the change process

Qualified applicants may email resume and cover letter
by **Friday, July 24th, 2020** to:

Rachel Stanford, Human Resources Manager
St. Joseph's Lifecare Centre, Brantford
rachel.stanford@sjhcg.ca

*St. Joseph's Lifecare Centre, Brantford is a partner of St. Joseph's Health System.
The Brantford campus houses St. Joseph's Long Term Care and Stedman Community Hospice.*