



Wellness Program Coordinator
Permanent Full-Time, 37.5 hours per week

JOB SUMMARY:

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

The Wellness Program Coordinator is responsible for the coordination and facilitation of a robust wellness program that supports clients and their caregivers. The Wellness Program offers social, emotional, and practical support and assists participants to become part of a supportive care community. The Wellness Program Coordinator coordinates client support including assessing evidence informed practices, program planning, implementation, and evaluation to deliver high-quality programs and services. Programs are proactive and responsive and designed to promote physical and mental well-being for those living with life limiting illness and their caregivers.

KEY RESPONSIBILITIES:

Reporting to the Manager, Community Programs, the Wellness Program Coordinator is responsible for addressing inquiries related to wellness support, including conducting initial intake and biopsychosocial assessments. You will assist in matching participants with programs and services that are supportive of their needs and maintaining a balanced program that supports the diverse needs of participants. The Wellness Program Coordinator is knowledgeable in health, wellness, and lifestyle fields. They understand the needs of their client base, gaps in community programming, and are strategic when devising plans to improve program offerings. The Wellness Program Coordinator is responsible for developing community partnerships and collaborations, liaising with external stakeholders to deliver appropriate wellness services to the Burlington area. Other responsibilities include:

- Setting and achieving program goals that align with the organization's strategic priorities and mission, vision, and values.
- Developing programs and services in collaboration with Hospice Bereavement Care, Spiritual Care, and Music Therapy programs that are responsive to the needs of clients, caregivers, and families.
- Facilitating Wellness Programs and activities.
- Establishing and maintaining community partnerships to ensure an integrated approach to wellness programs and services.
- Maintaining community relationships for referrals and program development.
- Collaborating with the Volunteer Coordinator to assess, train, supervise and retain volunteers and facilitators.
- Leading quality assessment and improvement opportunities and tracking statistical information regarding utilization of wellness services and program outcomes.
- Working with other program coordinators to create program calendars and develop and maintain program content for the website and other social media outlets.
- Participating in budget planning, identifying needs and goals for the program, and maintaining oversight accountability for program spending.



THE IDEAL CANDIDATE:

- Preference given to Regulated Health Professionals (e.g., RN, RPN, PT/OT, RSW) but not required.
- Minimum Bachelor's degree in related field required or a combination of work experience and completion of comprehensive course related work in this field.
- Demonstrated experience with group facilitation and training.
- Experience developing, leading, and evaluating programs.
- Experience mentoring and managing volunteers, leading to productive outcomes for the volunteers and the organization.
- Demonstrated ability to manage challenging situations, effectively utilizing negotiation and conflict resolution skills.
- Knowledge of the healthcare system, hospice/palliative care philosophy, health, wellness, and community resources.
- Additional education/training in health and wellness and experience with virtual programs will be considered assets.
- Excellent organizational and communication skills to successfully manage multiple priorities in a complex work environment.
- Strong computer, internet, and database skills.
- Excellent team player with high energy and enthusiasm.
- Experience in palliative care is preferred.

OTHER REQUIREMENTS:

- Ability to work flexible hours including some evening hours and weekends to meet the needs of clients and families.
- Ability and means to travel as needed.
- Required to provide a satisfactory current Criminal Record Check (CPIC) including Vulnerable Sector check, prior to hire.
- Carpenter Hospice has a mandatory COVID-19 immunization policy in place. All applicants will be required to adhere to this policy.

To apply, please email your resume to **HR@thecarpenterhospice.com**

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter. For any assistance, please contact the Human Resource Department at 905-631-9994 extension 136.

We thank all applicants for their interest in Carpenter Hospice. Only qualified candidates selected for interviews will be contacted.