



Posting #: 2023-027
Position: Bereavement Care Coordinator
Posted: December 21, 2023
Deadline: Until position is filled

Bereavement Care 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 Bereavement Care Coordinator is a dynamic role in our organization. As a member of the Community and Supportive Care Team, you will be responsible for the coordination and facilitation of the bereavement program. The coordinator will oversee the planning, implementation, and evaluation of evidence informed practice in the delivery of a high-quality program.

KEY RESPONSIBILITIES:

In this role, you are responsible for addressing inquiries related to grief and bereavement support, including conducting intake, assessments, and group and individual service provision. The Bereavement Care Coordinator is responsible for developing community partnerships and collaborations, liaising with external stakeholders to deliver appropriate bereavement 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 the Community and Supportive Care Team that are responsive to the needs of clients and families.
- Facilitating bereavement support groups and activities.
- Maintaining a caseload of individual bereavement clients
- Establishing and maintaining community partnerships to ensure an integrated approach to bereavement programs and services.
- Maintain community relationships for referrals and program development.
- Facilitating assessment, training, supervision and retention of volunteers.
- Leading the bereavement program in organization quality assessment and improvement opportunities and tracking statistical information regarding utilization of services and program outcomes.
- Working with other program coordinators to create a quarterly organizational program calendar 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



THE IDEAL CANDIDATE:

- Bachelor's degree in related field required or a combination of work experience and completion of comprehensive course related work in this field. Certification in Thanatology is preferred.
- Master's Degree in Social Work preferred.
- Demonstrated experience with group facilitation and training.
- Experience 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, grief and bereavement and community resources.
- Additional education/training in mental health 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 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 Reference Check (CPIC) including a Vulnerable Sector Check prior to hire.

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 144.

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