



JOB POSTING – Programs Coordinator – Psychosocial Services

1 Permanent position

<p><i>About our Hospice:</i></p>	<p>Lisaard & Innisfree Hospice brings together an interdisciplinary team of trained professionals and volunteers to deliver services that can make the dream of a peaceful, comfortable death surrounded by loved ones a reality and to fulfill the mission of hospice care by supporting the residents and their family through the end-of-life journey.</p> <p>The Programs Coordinator works in collaboration with the Clinical Manager & Executive Director to oversee the day-to-day functions of Lisaard & Innisfree Hospice (LIH) Psychosocial Services. LIH Psychosocial Services include its social work, bereavement, spiritual, music therapy and complementary programs. The incumbent will be responsible for the hiring, training, and assessment of performance of Psychosocial team members. The incumbent directs, organizes, monitors and expands the current psychosocial programs. The incumbent is responsible for the collection and reporting of statistical information for the team and for special programs.</p> <p>The Programs Coordinator will be instrumental in growing special programs, submitting proposals for new program initiatives, fostering community partnerships, and ensuring the ongoing and diverse needs of the residents and family are met.</p> <p>The Programs Coordinator will exemplify the vision and values of Lisaard and Innisfree Hospice in all endeavors and demonstrate a strong commitment and understanding of hospice palliative care.</p>
<p><i>Hours of Work:</i></p>	<p>Flexible schedule 15-20 hours per week.</p>
<p><i>Responsibilities include, but are not limited to:</i></p>	<ul style="list-style-type: none"> • Supervise and conduct performance reviews of the members of the Psychosocial Team, and Complementary Therapy Contracted Services • Lead monthly meetings with Social Work, Spiritual Care, Bereavement, and Music Therapy • Organize and monitor current special programs including Family Time, Coffee Time, Bereavement Social Calls and Legacy, etc. • Will oversee and attend committees for Legacy, Bereavement and Spiritual care both in house and in community. • Will report statistics and program evaluations monthly to Executive Director, Clinical Manager and HCCS (Home and Community Care Services) as applicable. • Will monitor monthly program costs and assist in the budget development yearly. • Monitor donations directed to the team for equipment, supplies and general wages. • Will organize use of donations and ordering of equipment and supplies. • Proposal submission for new program initiatives including provision of purpose, value, indicators, costs, metrics and evaluation of new initiatives. • Will provide education opportunities for staff to learn about and understand special programs and the function of the psychosocial services at LIH. • Ensure that current information regarding the team and special programs is available on the website, in LIH’s Welcome book, and in community pamphlets. • Ensure that pamphlets and information for families is maintained and up to date. • Be an adhoc member of the Board Quality Assurance Committee.
<p><i>Requirements:</i></p>	<ul style="list-style-type: none"> • Professional designation in the areas of psychosocial, spiritual, bereavement care or equivalent combination of education and experience an asset. • Membership in good standing with an Ontario Professional Designation College • 5 years of experience or understanding of the not-for-profit health care environment is an asset, ideally in a palliative care setting. • Strong knowledge of external resources appropriate for families in need of complex bereavement support • Experience in supervising professionals and volunteers with a strong understanding of human resource principles an asset • Project management and/or program development experience an asset. • Experience developing effective partnerships with community agencies and community groups • Demonstrated experience in working collaboratively within a multi-disciplinary team. • Excellent interpersonal and communication skills.

	<ul style="list-style-type: none"> • Demonstrated skills in a variety of clinical modalities including individual, marital, family and group. • Excellent knowledge mobilizing financial, human, and technical resources. • Knowledge of community service case coordination. • Knowledge of individual, marital, group counseling, assessment skills, and a thorough understanding of psychosocial functioning. • Knowledge of applicable community agencies and services within the Waterloo-Wellington region preferred. • Comfortable dealing with end-of-life issues and providing guidance and support to families and team members. • Excellent working knowledge of medical terminology and end of life diagnoses • A Police Vulnerable Sector Check (PVSC) is required prior to the start date
<p><i>How to apply:</i></p>	<p>Please forward your cover letter and résumé directly to: HR (HR@lisaardandinnisfree.com) by November 30th 2023</p> <p>NOTE: only those candidates selected to move forward through the hiring process will be contacted.</p>
<p>Lisaard/Innisfree Hospice is committed to creating a respectful, accessible and inclusive work environment, free from violence and harassment.</p> <p>Lisaard/Innisfree Hospice welcomes and encourages applications from people with disabilities. Upon individual request, the hospice will endeavor to remove any barriers to the hiring process in order to accommodate those candidates with disabilities.</p>	