



## **Job Description            Ontario Trillium Foundation Grief & Bereavement Support Coordinator**

### **Overview of position**

This role was created to support those in our community and at Tomkins House Hospice, who are experiencing loss and social isolation.

### **Duties and responsibilities**

#### **Volunteer Engagement (Modified due to COVID 19 – 25%)**

- Recruit, screen, interview and check references of all volunteers
- Support volunteers for all Hospice Huronia programs and office volunteers.
- Work in close collaboration with program staff to develop needed training programs ( ie volunteers working in residential kitchen will need Food safety course, all volunteers will need as a minimum of Hospice Palliative Care on line course)
- Assist in the running of Tomkins House as needed including kitchen & laundry duties when volunteers are unavailable.
- In collaboration with program staff, evaluate and update intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization
- Orient volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers
- Assist with the gathering and documentation of volunteer visits and hours and enter into the database for reporting.
- Responsible for volunteer appreciation and recognition initiatives
- Ensure volunteer recruitment goals are achieved.
- Coordinate training sessions provided by external agencies
- Create testing and evaluation processes.
- Provide performance feedback to volunteers on a regular basis
- Oversee the creation of a monthly volunteer newsletter
- Provide performance feedback to volunteers on a regular basis
- Support & train staff to work with volunteers

#### **Program Management & Implementation (75%)**

- Together with the social worker, identify volunteers equipped to facilitate a variety of bereavement programs including: Children & Adults experiencing loss, those dealing with a traumatic loss, those whose loved one has had a MAID (Medical Assistance in Dying) procedure, as well as those with unique cultural or specific needs.
- Liaise with other community service providers to collaborate including shared space, shared resources.

- Coordinate group and one to one sessions including matching a volunteer, scheduling social work hours, or referrals to appropriate partners. This includes managing logistics and following the workplan set out in the OTF grant for social isolation.
- Manage the quality assurance aspects of the program including creating a pre and post survey for participants and summarizing the data to determine program effectiveness.
- Work with the social worker to identify clients who can be supported for one to one bereavement and facilitate sessions for less complicated grief scenarios.
- Create promotion opportunities through traditional and social media channels to create awareness of programs and increase participation.
- Liaise with the Francophone & Indigenous Partners to ensure full inclusion for the entire North Simcoe Community.
- Act as a community resource expert for the organization, assisting with identifying appropriate referral sources.

### **Working relationships**

Reports to Executive Director with a direct relationship to the Social Worker.

### **Remuneration**

This is a 1 year Ontario Trillium Grant with the goal of continuation into traditional programming once the COVID pandemic has been controlled.

Hours per week is 37.5

Rate of pay is \$24.04/hr with HOOPP and benefit coverage.

Paid Vacation entitlement of 112.5 hours and 7 days for personal leave.