

	Job Ad: Hospice Care Coordinator (Social Worker)	
Department: Community/Hospice Services	Employment Type: Permanent, Full-Time	
Reports To: Manager, Integrated Care Team	Hours: 37.5 hours/week	Annual Salary: \$75,000-78,000
Posting Date:	Closing Date:	

We are a non-profit charity, providing hospice and community services to the people of New Tecumseth and surrounding areas. Our mission is to offer caring and compassionate hospice, home and community care for those who are experiencing a life-limiting illness, facing end of life or grieving a loss. At Matthews House we support not only our clients, but also their caregivers, families and friends through our residential, outreach and bereavement programs.

SCOPE: Reporting to the Manager of the Integrated Care Team (ICT) and working within the team, the Hospice Care Coordinator is responsible for coordination and delivery of the Community Palliative Care, Visiting Hospice and Caregiver Programs.

KEY RESPONSIBILITIES:

- Community Palliative Care, Visiting Hospice and Caregiver Case Management.
- Hospice Day Programs and Community Outreach.
- Other Duties as Assigned.

DUTIES AND RESPONSIBILITIES:

1. Community Palliative Care, Visiting Hospice and Caregiver Case Management

- Provide intake and assessment for clients and families seeking community-based hospice programs from referring sources and determine eligibility according to established policies.
- Collaborate with other ICT members to create individualized client care plans.
- Manage all data for clients in the Community Palliative Care, Visiting Hospice and Caregiver programs.
- Support clients and their families with timely referrals, regular check-ins and home visits, and evolving care plans (including support groups, wellness programs, complementary therapies, education programs and activities offered at Matthews House Hospice).
- Provide counselling support to appropriate clients in the community and in the residence, within scope of practice, and participate in clinical supervision sessions.
- Co-facilitate community hospice support groups with volunteer facilitators and/or oversee volunteers who facilitate support groups.
- Attend and participate in Community Palliative Care rounds and regular hospice team meetings.
- Ensure communication and clinical record keeping in compliance with Matthews House Hospice policies, profession standards and regulations including the Personal Health Information and Privacy Act (PHIPA).

2. Hospice Day Programs and Community Outreach

- Develop and coordinate wellness programs, inclusive of all complementary therapies offered at Matthews House, in collaboration with trained volunteer facilitators, and other ICT members.
- Develop, coordinate, and facilitate educational workshops, seminars (i.e. monthly Learning Seminars), activities and events for caregivers and clients and support groups.

Job Description: Hospice Care Coordinator – Social Worker

- Collaborate with the Volunteer Coordinator to source appropriate volunteers for programming and client care.
- Coordinate and support community program volunteers including role specific training, scheduling, supervision, coaching, etc.
- Provide education to MHH staff on role-specific subject matter (i.e. Psychosocial Issues and Impact of Illness, Care for the Caregiver), as required.
- Maintain regular contact and coordinate programming in partnership with the local hospitals, Family Health Teams (FHT), and other community healthcare providers.
- Mentor Health Sciences students on placement at Matthews House Hospice.
- Develop community partnerships to support Matthews House caregivers, clients and to build community engagement.
- Provide community education about Matthews House Hospice, its services, and Advance Care Planning.

QUALIFICATIONS:

- Social Work Degree or equivalent.
- Current registration with the Ontario College of Social Workers and Social Service Workers.
- Experience working with and providing counselling to clients with a serious or life-limiting illness and their caregivers and also, clients who are bereaved, is an asset.
- Experience/knowledge of hospice palliative care and the available palliative support services in hospital, hospice and community is an asset.
- Trauma informed training and ability to practice in a culturally sensitive manner.
- Experience in case management, care planning and program development is required
- Experience supporting clients with mental health issues and/or the ability and skills to practice psychotherapy techniques with appropriate clients, is an asset
- Bilingualism (English/French) is beneficial.
- Computer literacy (MS 365, Sharepoint, Word, Excel, Powerpoint, Outlook, Virtual Platforms)

JOB REQUIREMENTS:

- Recent Vulnerable Sector/Criminal check.
- Valid driver's license and reliable transportation to office and other sites as required.
- High professional standards, specifically regarding confidentiality, ethics, and documentation
- Excellent assessment, problem-solving, organization and time-management skills.
- Ability to work both independently and as a part of a team (frequent interactions with staff, volunteers and clients).
- Ability to handle stress, multi-task and maintain concentration
- Commitment to continuous quality improvement and ability to deal with change in the workplace and be innovative.
- Flexible with availability to support the needs of the hospice, patients, and families.
- Excellent written, verbal and interpersonal communication skills.
- Participate in organizational events and activities.
- Positive attitude with respect for all Matthews House Hospice and Matthews House Hospice Foundation mission, vision and values and willingness to work as part of a team.

Please forward your resume/cover letter to jointheMHHfamily@matthews.house to apply for this position. If you are an individual who has a disability covered under the Human Rights Code and you require accommodation to apply to a Matthews House job posting, please indicate your accommodation needs within your application email.