

Quesnel & District Hospice Palliative Care Association Director (Sep. 2024)

Who we are: We are an association of volunteers with coordinated efforts that aim to support and supplement Northern Health's management and operation of Hospice and Palliative Care services in Quesnel and the District. Through fundraisers and volunteer management we fund and resource different supports to the palliative and end of life journey of the different patients and clients in Quesnel and the District. Our goal is to make the road less lonely.

Position Details

- Part-time in office work, some flexibility required
- Starting at \$30 per hour at 15-20 hours per week

Position Qualifications

- Experience in managing non-profit organizations and managing volunteers
- Experience working in social work, psychology, counselling, or a related field
- Requires someone who is self-directed, professional, caring, compassionate, and enthusiastic
- Demonstrates effective communication with board members, hospice volunteers, staff, and clients
- promote the values, vision, and goals of the Hospice Board, Quesnel Hospice, and the British Columbia Hospice Palliative Care Association
- Have completed or willing to complete a hospice training program
- A certificate, preferable in social work, sociology, psychology or a related field while an asset is not necessary to be considered for the position. The applicant must have completed a Hospice Training program or be willing to take the program at the earliest opportunity.

Job Description

Volunteer coordination:

- Recruit and screen hospice volunteers
- Provide guidance, encouragement, and mentorship to hospice volunteers through training, education, and support meetings
- Maintain contact and evaluate each volunteer individually
- Advocate for volunteers
- Annually review volunteer training, education, and jobs to ensure hospice needs are met
- Supports volunteer training

Event/fundraising management:

- Coordinates/communicates with the Hospice board and association, volunteers and the community, during fundraising events
- Coordinates volunteers to maintain fundraising events
- Obtains gaming licenses and other required documentation for fundraising events
- Develops, implements, and increases donor engagement in fundraising activities
- Ensures donor information is maintained and recognized

Office and Social Media:

- Takes the initiative to research and to apply to pertinent grants.
- Ensures referrals are responded to in a timely manner (such as bereavement and grief counselling referrals)
- Coordinates with bookkeeper to give recognition and receipting for donations
- maintaining current records, both electronic and paper.
- Some maintenance and updating of Hospice website and Facebook account
- Class 5 Driver Licence and vehicle is preferred

Submit resume and cover letter to: makingtheroadlesslonely@gmail.com (It reads: making the road less lonely)

Application deadline: Sep 30 2024. Only applicants selected for an interview will be contacted.