



**Community Hospice Care Coordinator – Day Hospice  
Bilingual (Preferred)  
Part time Permanent – 24 hours per week**

*[Hospice Care Ottawa](#) (HCO) is a community-based charitable organization whose mission is to accompany and support individuals and their families, through their end of life journey by providing compassionate, high quality care. Hospice programs include Day Hospice, In-Home support, Family Support, Residential Hospice services and Bereavement Support. Hospice Care Ottawa delivers these services at three sites: May Court Hospice, La Maison de l'Est, and Ruddy-Shenkman Hospice. We rely on and value the contribution of over 700 volunteers who contribute to every aspect of our programs. HCO proudly recognizes and welcomes the diversity of our community and strive to be inclusive for all. HCO is looking for people to work in a supportive integrated environment who are committed to supporting the highest quality palliative care.*

**We are seeking a dynamic Registered Nurse to join our community hospice team of staff and volunteers who are dedicated to providing compassionate and high quality palliative care to individuals and their families in the Ottawa area.**

**Position Overview:**

As a member of an interdisciplinary team the Community Hospice Care Coordinator manages a caseload of clients/caregivers, oversees a team of volunteers, coordinates Day Hospice Programs and provides back up for the In-Home Support Program. The role of the Community Hospice Care Coordinator is responsible to oversee the administration and day to day functioning of the programs and to collaboratively work with other nurse coordinators to deliver successfully deliver all community hospice care services across the City of Ottawa.

**Qualifications:**

**The successful candidate will possess:**

- Baccalaureate degree in Nursing (BScN), or equivalent
- Current Certificate of Competence, by the College of Nurses of Ontario
- Certification in Hospice Palliative Care Nursing (C)anada (CHPCN(C)) preferred
- Learning Essential Approaches to Palliative Care – Core (LEAP-Core) Certificate (required within first year of hire)
- Current Basic Life Saving (BLS) and/or CPR
- Bilingualism (French/English, other) preferred
- Experience in palliative hospice care
- Demonstrated experience in people management
- Demonstrated experience in client assessment and patient advocacy
- Experience with volunteer coordination and management an asset
- Excellent communication skills – verbal , written and listening
- Understanding and demonstration of Ethics as they relate to Palliative Care Valid Driver's License and use of reliable vehicle and the ability to commute between various hospice locations in Ottawa
- Demonstrate a commitment to ongoing education and professional growth in maintaining current knowledge in the changing face of both hospice palliative care and bereavement.

**Key Responsibilities:**

- Manages a team of Day Hospice volunteers & a case load of clients/caregivers
- Makes home visits to assess appropriate clients and caregivers and refer to the Hospice Programs
- Coordinates the activities of the Day Hospice including scheduling of volunteers
- Be present and ensure smooth running of the day hospice at assigned sites
- Assess the needs of individual guests (clients) at the Day Hospice and perform client check ins, and follow up as necessary
- Meets with volunteers before and after each Day Hospice day to prepare for and debrief activities and client issues
- Oversees and coordinates any complementary therapies as part of Day Hospice e.g. music, art, massage, Reiki
- Advocates on behalf of the patient, with his or her permission, by making appropriate phone calls to the attending physician or Home and Community Support Care Coordinator
- Organizes quarterly program support meeting for this team of volunteers
- Shares Nurse On-Call duties with other Coordinators

**Reporting Relationship:** Reports to the Manager, Community and Volunteer Services

**Position Schedule:** Part-Time, 24 hours per week, working Monday, Tuesday and Wednesday

**Office Location:** May Court Hospice, Ottawa or Ruddy-Shenkman Hospice, Kanata

**Travel:** Occasional travel between Hospice Care Ottawa's 3 sites (Ottawa, Orleans, Kanata)

**Compensation:** Commensurate with experience; this position is eligible for Group Benefits (Health & Dental, Vision, Life Insurance & Disability) after 90 days, paid personal/sick time, travel reimbursement

**Disclaimer**

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The above statements are intended to describe the general nature and level of work being performed in this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this role. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*We are an equal opportunity employer welcoming applications from individuals with diverse backgrounds. Accommodation is available during all aspects of the recruitment process. Should you require accommodation, please make your request when contacted.*

Applications in the form of a resume and cover letter will be accepted until **Aug 13, 2021, 4:00 PM** and are to be directed to the attention of:

Jennifer Lockyer  
Manager, Community and Volunteer Services  
Hospice Care Ottawa  
110 McCurdy Avenue  
Kanata, Ontario, K2L 2Z6

Email [jennifer.lockyer@hospicecareottawa.ca](mailto:jennifer.lockyer@hospicecareottawa.ca)

We thank all who apply; however only those selected for interview will be contacted.