

LANGLEY HOSPICE SOCIETY

Job Description: Children & Youth Bereavement Program Coordinator

Accountability

The Children & Youth Bereavement Program Coordinator is accountable to and reports to the Executive Director or designate.

General

The Children & Youth Bereavement Program Coordinator will provide grief support through 1:1 and group settings, as well as seasonal day camps and a summer camp in addition to providing education and outreach support to the community. The Coordinator will ensure program delivery meets the needs of our clients and is consistent with the mandate of the Society.

DUTIES & RESPONSIBILITIES

1. Provide direct supervision and support to the Youth Bereavement Support Worker.
2. Assess children and teens for one to one and support group participation and/or other services as appropriate; ensuring parental consent and follow-up. Provides one to one and group support.
3. Gathers, maintains, evaluates and reports program information to the Executive Director for each Board meeting and provides an annual Program Report.
4. Responsible for ongoing program development inclusive of both children and teens.
5. Provide education and outreach support to the community including liaising with school counsellors and teachers.
6. Responsible for the development and implementation of a volunteer facilitator training twice annually for the Children & Youth Program including follow up support and overall supervision.
7. Oversee the coordination of seasonal day camps as well as an annual weekend Grief Camp for children, including the training of volunteers and recruitment of appropriate facilitators.
8. Work in collaboration with the Palliative Program Coordinator regarding the facilitation of the children/youth portion of the Hospice Basic Training.
9. Work in collaboration with Langley Hospice Society staff and/or volunteers in the planning and implementation of programs and events as appropriate.
10. Collaborate with other Hospice Societies (Bereavement Support Programs) as appropriate.
11. Performs other related duties as assigned.

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Communication:

12. Responds to the requests of people both over the phone and in person in a courteous, respectful and timely manner.
13. Participates in staff meetings, program debriefs, training programs and workshops as required.
14. Maintains a current knowledge of and adheres to all Langley Hospice Society policies and procedures.

QUALIFICATIONS

1. A relevant professional degree and/or comparable combination of education and experience. Masters an asset. Certification in child and youth care also an asset.
2. Additional education/training and experience in hospice palliative care an asset.
3. Successful completion of a criminal record check.
4. Minimum 3 – 5 years of experience working in the non-profit, healthcare sector, including experience in volunteer management.
5. Must maintain a valid BC Driver's License and have access to a vehicle.

SKILLS AND ABILITIES

1. Experience working with and have knowledge of child/teen development.
2. Understanding of expressive therapies as a way of helping children and teens express themselves.
3. Creative; ability to develop engaging and age appropriate, art, craft and recreational activities; values play and recreation as a mode of communication.
4. High level of diplomacy, discretion and confidentiality as well as the ability to interact effectively with staff, volunteers and the public.
5. Team oriented, caring, compassionate, warm, friendly and confident.
6. Flexibility required in hours worked to accommodate client needs i.e. after school, evening and weekend.
7. Excellent written, oral and interpersonal skills.
8. Strong organizational and computer skills including the ability to work on a variety of projects simultaneously.