

Bereavement Coordinator

Make A Meaningful Difference in Your Community

Job posting # 2025-04

Reporting to: Community Services Lead

Start date: ASAP

This is a key role within the community services team which requires a strong commitment to the position. This is a full-time position, 37.5 hours per week, evenings and weekends when necessary. The Bereavement Coordinator is responsible to address all inquiries for grief support. This will include assessment, case management and service provision for all bereavement clients, as well as coordinating and facilitating grief support groups. **Strong preference given to those with Master of Social Work or Social Sciences Degree or those with previous hospice experience. Start date is as soon as possible.**

Education, Responsibilities and Experience:

- MSW or social services degree required or equivalent experience with grief and bereavement
- Experience in hospice care, knowledge of hospice/palliative care philosophy
- Maintain monthly contact and reporting for client status and case management
- Collaborate with all staff to ensure quality development, and delivery of hospice programs
- Establish and maintain community relationships for referrals and program development
- Experience with Client Intake and Case Management
- Experience with Group Facilitation and training for grief support
- Participation in fund development and public engagement events
- Valid Drivers License and reliable transportation

Vulnerable Sector Check: Required

What We Offer:

- A positive, supportive, and inclusive work environment
- Working within a collaborative environment of staff and volunteers who are dedicated to the mission and vision of Hospice Wellington
- Ongoing training and development opportunities
- Excellent Extended Health & Dental Benefits, Life Insurance and LTD
- Access to Employee Assistance Program (EAP)
- Paid time off

As an equal opportunity employer, Hospice Wellington is committed to employment accessibility, diversity, equity and inclusion. For this reason, we encourage applications from members of equity-seeking groups including women, racialized and indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please submit your cover letter and resume in confidence to info@hospicewellington.org **Attention: Hiring Committee**
Closing date: **Monday March 17th, 2025.** *We thank all applicants for their interest; only those selected for an interview will be contacted.*