

The Hospice of Windsor and Essex County requires a Full Time Manager, Volunteer Services.

Job posting details are provided below:

Job Title: **Manager, Volunteer Services**
Reports to: Director of Psychosocial, Volunteer and Support Services
Privacy Officer/Risk Management
Job Type: Permanent Full Time Salaried role
Schedule: Minimum 35 hours per week with on call requirements as needed to support the team
Location: Windsor and Erie Shores
Department: Volunteer Services

Duties and Requirements:

The Manager of Volunteer Services supports the management team through the Director of Psychosocial, Volunteer and Support Programs. The position is accountable for the development and implementation of Volunteer Services and volunteer-led Wellness programs consistent with the Hospice Vision and Mission.

The Manager is responsible for ensuring the assignment of volunteers to support the program operations and activities at The Hospice. The Manager mentors all department staff demonstrating professional values and compassion for patients, families and visitors. He/she is responsible for developing and promoting relationships within all stakeholders impacting Hospice.

Please see the Job Description for further details.

Qualifications:

Technical

Proficient in Microsoft Office, i.e. Word, Outlook and Excel

Proficient in Cerner and Sumac (or ability to learn/utilize the electronic medical record and database used in documentation for clients and volunteers)

Flexibility of hours; evenings and weekends as required

Ability to adapt to and implement change processes

Experience

Ability to work in a team environment.

Good organizational and prioritizing skills; problem solving skills.

Excellent listening and communication skills.

Excellent interpersonal and collaboration abilities.

Bilingual French/English an asset

Experience in a management or supervisory role

Education

Post-Secondary education related to the field of human services along with relevant recent experience.

Fundamentals of Volunteer Management Certificate or equivalent experience

Required to complete the Volunteer Patient Care Training Program of the Agency.

If you are interested in applying for this position, please submit your resume and cover letter by April 15th at 9:00am to hr@thehospice.ca, please reference the job title in your subject line. We thank all applicants in advance, but only those selected for an interview will be contacted. If selected for an interview, please indicate whether you require accessibility accommodations.

The Hospice provides for an accessible environment in accordance with legislation.

Please be advised that an offer of employment for the above posting is conditional upon you providing proof of being fully vaccinated against COVID-19. Fully vaccinated means that you have received two doses of a two-dose vaccine, or have received one dose of a one-dose vaccine, and at least fourteen days have elapsed since receiving the last dose. If you are partially vaccinated and are waiting to receive your second dose, we will require that you provide proof of receipt of your second dose once administered. If you are unable to be vaccinated due to medical reasons or on the basis of creed, we would ask that you kindly provide satisfactory evidence in support of an accommodation under the Human Rights Code. Such evidence may include a medical note from your physician (if your request for an exemption is on the basis of medical reasons), or a letter from your religious leader, religious organization or other suitable documentary evidence (if your request is based on creed).