



BRATTLEBORO AREA HOSPICE INC.

191 CANAL STREET, BRATTLEBORO, VERMONT 05302 (802) 257-0775

Advance Care Planning Coordinator Job Description

Responsibilities

An 8-hour position responsible for Taking Steps Brattleboro Program (Advance Care Planning). Reports to the Hospice Coordinator.

Functions:

1. Oversees the Taking Steps Program:
 - a. Receives communications from ACP clients and agency referrals, assesses ACP needs and assigns volunteers or provides direct support as appropriate. Meets with client to assess ACP needs; provides direct support as appropriate
 - b. Recruits, trains, assigns and supervises (leads, supports and encourages) ACP volunteers
 - c. Oversee and ensure a quality ACP program through documented maintenance of records, statistics and databases.
 - d. Coordinates and facilitates monthly ACP Volunteer meetings and in-service education.
 - e. Coordinates community outreach ACP events

Qualifications

Excellent interpersonal, oral, presentation, written, and listening skills

Experience managing volunteers

Data organizational ability and comfort with computer programs including client/volunteer database

Initiative, creativity, and willingness to be part of a team in the delivery of services

Knowledge and acceptance of Hospice philosophy and practice

Education: B.A. in human services or relevant experience preferred

Certification or licensing is not required, a background check is required.

COVID vaccination is required for staff and volunteers who visit medically vulnerable clients.

Updated May 2024