



BRATTLEBORO AREA HOSPICE INC.

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

Hospice Coordinator Job Description

Responsibilities

The Hospice Coordinator is a part-time position responsible for hospice volunteer coordination and community education and outreach on death and dying. Reports to the Executive Director.

Functions:

1. Meets with client/caregiver to assess needs and promptly assigns volunteers.. Maintains regular contact with client/caregiver to monitor needs; provides direct support as appropriate
2. Assigns and supervises care volunteers on the basis of family needs, volunteer interests and skills, and program needs
3. Represents the Hospice Care Program, including written content for agency quarterly newsletter, website and outside publications, and public speaking and educational activities for volunteers and the community
4. Facilitates and supervises caregiver support groups
5. Facilitates and/or supervises volunteer trainings, support meetings and in-services
6. Maintains collaborative relationships with appropriate local, regional and state agencies
7. Attends Interdisciplinary Team, Case Conference, Case Review meetings, and other team meetings as needed and appropriate
8. Documents services provided, actual time involved, assessments and evaluations, keeping electronic and hard copy records for all volunteers and clients/families up to date
9. Assures compliance of client services with agency's policies
10. Participates in staff coordination, support and planning
11. Pursues continuing professional education and growth

Qualifications:

- Excellent interpersonal, oral, presentation, written, and listening skills
- Experience and aptitude for managing volunteers, coordinating care and client problem solving
- Work with diverse social and economic situations without imposing own values; maintain appropriate professional boundaries
- Flexible and reliable, detail oriented, able to multitask
- Remains calm and effective during times of stress
- Able to receive direction and follow tasks through with minimum supervision
- Work independently yet also commit to being part of a team in the delivery of services
- Strong attention to detail and organization, comfortable and adaptable with digital programs

- 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.
- Physically able to travel between client locations via personal vehicle
- Must be available to occasionally work irregular hours and weekends (for vigil cases)
- COVID vaccination is required for staff and volunteers who visit medically vulnerable clients.

Updated June 2024