

165 Medical Hospital **165 Medical Hospital**

Program Coordinator, Hospice/Friendly Visiting/Special Steps Programs
Full Time Position
Closing date: March 01, 2000 at 5:00pm

We are seeking an enthusiastic individual to work in a full-time position in the Volunteer Support Program covering primarily the North Halton area.

As Program Coordinator, you will be responsible for the coordination of volunteers to provide in-home service to individuals with end-stage diseases and to seniors experiencing social isolation, physical limitations and cognitive difficulties. Support to family members is also necessary. You will also be required to provide assistance to the general Volunteer Support Program as it relates to the VON role and responsibilities and to provide coverage throughout the Halton Region when required.

Qualifications:

- Minimum of a Diploma in health or social services discipline.
- Demonstrated knowledge and experience in gerontology, palliative care, community work and volunteer activities (2-3yrs, recent palliative care experience).
- Excellent communication and interpersonal skills.
- Demonstrated individual and family counselling skills.
- Possession of a valid Ontario driver's license and access to a car; must carry insurance per VON policy and be willing to drive throughout the Halton Region.
- Effective group facilitation and presentation skills.
- Demonstrated knowledge of community resources.
- Good planning, organizational, assessment and teamwork skills.
- Sound judgement and decision-making abilities.
- CPR certification.

Qualified candidates are asked to apply in writing to:

Anne King, Manager
 Volunteer Support Program
 VON Halton
 2370 Speers Road, Oakville, ON L6L 5M2

We thank all applicants but wish to inform you that only those selected for an interview will be contacted.

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