

GREATER TRAIL HOSPICE SOCIETY

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Kiro Wellness Center, Suite 7- 1500 Columbia Ave, Trail, BC, V1R 1J9



Job Description – Hospice Outreach Coordinator

JOB SUMMARY

In accordance with the mission, vision and values of the Greater Trail Hospice Society (GTHS), the Greater Trail Hospice Outreach Coordinator establishes relationships with various community partners to ensure people who would benefit from any hospice service in the Greater Trail area are connected with our program. Working with the GTHS Board and staff, the Outreach Coordinator is a public ambassador for hospice activities working to increase utilization of our program and services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Makes and maintains regular, in-person connections with professionals and staff for the purpose of increasing referrals to the hospice program and to improve knowledge about what hospice is and does with:
 - a. Patient Care Coordinators at KBRH (Medical Unit, KBRH Surgical Unit, ICU or other departments), Poplar Ridge, Columbia View Lodge, Rosewood and other community facilities
 - b. Physician and NP offices and primary care clinics
 - c. Facility and community social workers
2. Provides initial in-person or telephone assessment of clients to ascertain their needs; completes the HHARP safety assessment for community clients if necessary. Conducts secondary client visits as required if situations change.
3. Enters client data into current Client Spreadsheet within 24 hours.
4. Passes referrals and assessment information on to the Care Coordinator or Nav-CARE Coordinator for processing and volunteer assignment.
5. Provides education about GTHS hospice programs:
 - a. Develops a clear understanding of all hospice programs and their purpose;
 - b. Communicates with other service providers about potential supports for clients/patients
 - c. Ensures that hospice brochures are available in strategic locations;

6. When requested, assists the GTHS Board with community events that highlight hospice work and services, e.g. Hospice Month, city or mall markets, fundraising initiatives, etc.

ADDITIONAL RESPONSIBILITIES:

7. Works collaboratively with other staff to increase hospice referrals and service utilization.
8. Generates ideas to increase hospice awareness in the community.
9. Provides written monthly reports to GTHS board.
10. Attends regular monthly board meetings, regular weekly staff meetings and team building meetings, unless sick or on approved leave.
11. Is accountable to the GTHS Board and the GTHS Personnel Committee.
12. Remains up-to-date with all vaccinations required by the Interior Health Authority or Ministry of Health, BC.
13. Other related duties as negotiated with the Board.