



Roger Neilson House is an eight-bed, pediatric palliative care hospice on the grounds of the Children's Hospital of Eastern Ontario (CHEO) in Ottawa. We are currently looking for dynamic, innovative, and flexible professionals who are interested in working with our team to meet the needs of the children and families we serve.

Position: Grief Services Coordinator

Salary Range: \$34.44 – \$42.31 per hour

TITLE: Grief Services Coordinator

REPORTS TO: Manager, CHEO Palliative Care Service and Roger Neilson House

Roger Neilson House meets the unique palliative care needs of newborns, children, youth and their families. We lead by advancing clinical care and family support, and by learning through research and sharing knowledge. ***We enrich the quality of lives, no matter how short.***

SUMMARY:

The Roger Neilson House (RNH) Grief Services Coordinator is responsible for working with the clinical team to support families with accessing community resources and coordinating the grief support offered by RNH to the community.

CORE RESPONSIBILITIES:

- Assess, triage, coordinate, and document referrals and intake to the grief services program in a supportive and therapeutic manner
- Support families through the grief service intake and facilitate crisis intervention services as required
- Respond to general grief services inquiries with the support of the clinical team
- Identify and execute tasks related to the provision of grief support by social workers, including but not limited to: scheduling, documenting, and coordinating as needed (both within and outside of the electronic health record)
- Organize and maintain grief support resources
- Assist families with referrals and applications for programs, services, and external resources
- Coordinate and support initiatives, research, and projects to facilitate grief services, as directed by supervisor, and by liaising with stakeholders as required



- Demonstrate values, attitudes, and beliefs towards working with children that reflects the RNH Code of Conduct to Protect Children in our Care, including maintenance of professional boundaries
- Establish a supportive relationship with eligible guests, their families, and RNH staff while honoring values, beliefs, preferences, and limitations
- Assist with special projects and other related duties appropriate to the position

QUALIFICATIONS:

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| • Police Record Check for Vulnerable sector | Essential |
| • BSW or Undergraduate degree in Health/Social Sciences | Essential |
| • Experience working with children and families | Essential |
| • Knowledge of community resources for children with special needs | Preferred |
| • Strong assessment and crisis intervention skills | Essential |
| • Excellent interpersonal, oral, and written communication skills | Essential |
| • Ability to work effectively within the inter-professional team | Essential |
| • Demonstrated coordination and organization skills | Essential |
| • Bilingualism (French and English) | Essential |

Roger Neilson House is committed to providing a safe environment for children. All potential employees and volunteers are thoroughly screened using background checks and a review process.

Interested and qualified candidates are invited to complete the [job application form found on our website](#).

For any questions please contact Nahal Yazdani, Manager, Roger Neilson House, at info@rogerneilsonhouse.ca.

Should the applicant require any accommodations during the application process please notify the Manager of Roger Neilson House as per the Accessibility for Ontarians with Disabilities Act.

Roger Neilson House thanks all applicants for their interest, however, only those candidates who meet the requirements for an interview will be contacted.

Posting Date: September 5, 2023

Closing Date: September 25, 2023