



## **HOSPICE AND PALLIATIVE CARE OF KODIAK INC.**

**Job Title:** Hospice Volunteer Bereavement Coordinator

### **Summary:**

The Bereavement Coordinator is a well-organized individual that possesses excellent interpersonal skills both in a group setting and on an individual basis. The Bereavement Coordinator reports directly to the Executive Director and a designated member of the Board of Directors. This individual must have experience with grief and loss counseling, be a self-starter, work unsupervised, demonstrate effective task prioritizing and be comfortable speaking in group settings.

### **Supervision:**

The Bereavement Coordinator, under the leadership of the Executive Director and the designated member of the Board of Directors, is responsible for implementing the bereavement program.

### **Responsibilities:**

- Volunteer Bereavement Coordinator will facilitate at least one regularly scheduled bereavement support group that is open to anyone in the community.
- The Volunteer Bereavement Coordinator will oversee the bereavement services, and work in tangent with Bereavement team to include & coordinate individual grief support for patients, caregivers, and/or family members.
- Assist in selection of bereavement team and training.
- The Volunteer Bereavement Coordinator will oversee the bereavement team efforts in compiling and distribution of bereavement mailings.
- The Volunteer Bereavement Coordinator will attend required IDT Team Meeting held monthly.
- The volunteer maintains strict confidentiality in dealing with patient, family, and agency information in accordance with good practices of HIPAA regulations.
- The Volunteer Bereavement Coordinator will observe for any changes in status r newly identified needs and discusses family members with special needs to the volunteer coordinator for referral to other community resources.
- A volunteer Bereavement Coordinator records accurate and concise notes from visits and submits them as soon as possible, and no more than 7 days from the date of visit, so they can be recorded in the clients file.
- Volunteer Bereavement Coordinator will maintain a neat, appropriate and professional appearance.

- Volunteer Bereavement Coordinator should identify themselves to clients as a Hospice of Kodiak volunteer.
- A Volunteer Bereavement Coordinator must follow all policies, rules and regulations of the organization.

### **Qualifications**

- Must be 18 years of age or older.
- Must attend required training based on the State of Alaska standards.
- Must have at minimum an initial clearance from a background check with fingerprinting.
- Must have access to transportation in order to fulfill volunteer service time.
- Must have a valid driver's license and insurance coverage as well as a good driving record. Must have proof of automobile insurance with coverage for self and others who are traveling in the vehicle.
- Must be willing to make visits to a private residence, assisted living facility, hospital or long term care center.
- The Volunteer Bereavement Coordinator must have the ability to interact with a variety of people including friends and family members of the client.
- Understand the possibility of exposure to fumes, dust, blood and other body fluids, chemicals/cleansers, smoke, and household pets.
- Volunteer commitments are for 10-60 hours per year in any capacity.
- Requires general good health. The volunteer will not visit a client when ill.
- May involve some moderate lifting, standing, and sitting and the ability to hear and be heard.
- Attendance at training and meetings is expected.
- Must be available for community education related to bereavement services.

### **Mental Qualifications**

- Must be able to maintain neutrality among differing opinions and demands.
- Must have an understanding in the areas of personal illness/loss/death.
- Must be in alignment with the hospice philosophy. Must be able to demonstrate active listening skills: listen intently and calmly without imposing any particular spiritual, social or political values or beliefs.
- Must be able to work with others in a team effort.
- Must have a positive approach to life: patience, compassion, flexibility and a willingness to help others.
- Must have the ability to establish and maintain boundaries while putting the clients and family's interests first.
- Must have awareness of personal stress levels and the ability to balance personal life and volunteer commitments.