

	Subject:	No. of Pages:	Effective Date:
	<b>Bereavement – Support Meetings</b>	2	January 17, 2024
	Type: Volunteer	Version #: 1	Approved:
	Finalized/Approved Revision New	March 8 <sup>th</sup> , 2023	Individual/Department

**Policy Statement:**

The Bereavement- Support Meetings volunteer promotes an atmosphere that’s welcoming and comforting. Support meeting duties include but are not limited to actively listening in a group setting, as well as promoting an environment of safety and confidentiality. The Support Meeting volunteer also provides an area of no judgment and allows all to share freely.

**POSITION REQUIREMENTS**

Requirements:

- 4 hours per month **for a minimum of 1 year** or assigned
- Notice of two weeks is required prior to resignation
- Notify your Volunteer Coordinator of any time off/vacation requests, providing a notice of a minimum of 2 weeks.
- Require having at least 2 covid-19 vaccines.
- An up-to-date vulnerable police check will be required upon volunteering.

Skills/Abilities:

- Demonstrates ability for empathy, compassion, confidentiality, and active listening skills
- Ability to work independently, exercise sound judgement, as well as adhere to policies and procedures
- Demonstrated commitment to teamwork with an ability to work effectively with others.
- Follows all and any direction by the Volunteer Coordinator or from another manager that keeps within Hospice Renfrew’s vision, mission, and values

## **KEY AREAS OF RESPONSIBILITY**

- Always adhere to the Hospice's volunteer's engagement policies and procedures
- Always greet everyone by introducing yourself.
- Be open-minded when conducting the meeting.
- Be supportive and actively listen without judgement or promoting your personal beliefs.
- Required to update any concerns during a meeting regarding the wellbeing of an individual to our Grief and Bereavement Counsellor. Do not handle yourself.
- Required to be available to conduct these meetings possibly twice a month.
- After all meetings to make sure to check in with the Grief and Bereavement Counsellor to report how the meeting went.
- Always refrain from giving advice.

## **KEY RELATIONSHIPS AND INTERACTIONS**

### **Direct:**

- Volunteer Coordinator
- Grief and Bereavement Counsellor

### **Indirect**

- Executive Director
- Clinical Service Coordinator

## **TRAINING**

- Hospice Palliative Care of Ontario online training
- In person with proper body mechanics
- Volunteer Engagement Policies and Procedures
- Volunteer Handbook
- Collection and receipt of in person donations
- Covid-19 screening protocols
- Infection Prevention and Control Training
- GHS Training
- Workplace Violence and Harassment Training
- Fire Extinguisher Training