

	Subject:	No. of Pages:	Effective Date:
	Job Description – Hosting Nurturing the Caregiver Gatherings	2	January 2025
	Type: Volunteer	Version #: 1	Approved: January 2025
	Finalized/Approved Revision New	January 19, 2025	<u>Volunteer</u>

Job Description: Hosting Nurturing the Caregiver Gatherings

Position Summary

The host to a nurturing the caregiver gatherings volunteer promotes an atmosphere that's welcoming and comforting. Host duties include but are not limited to preparing the space, welcoming everyone attending including the wellness practitioners or guest speakers, as well as promoting an environment of safety and confidentiality. The host to nurturing the caregivers volunteer also provides an area of no judgment and allows all to share freely and guide them to the day's event.

Reports to: Volunteer and Events Coordinator

Position Requirements:

Requirements:

- 3- 4 hours per month **for a minimum of 1 year** or as 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 two weeks.
- Required to have at least 2 Covid-19 vaccinations.
- An up-to-date police records check for vulnerable sectors
- Able to drive to other locations in Renfrew County if needed
- Can be available for an afternoon, evening or and Saturday mornings

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.

- Demonstrates commitment to teamwork with an ability to work effectively with others.
- Able to communicate and interact with groups of people with an easy approach and ready to respond pleasantly to requests or conversations.
- Follow 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 being a host in a group setting.
- Be supportive and actively listen without judgement or promoting your personal beliefs.
- Able to set up an area with required items for the days gathering including small snacks and simple beverage
- Provide orientation to people who are not familiar to the location
- Post event thank attendees including wellness practitioners or guests
- Assist with clean up to return space to original layout
- Ensure all attendees can leave parking lot by using the parking pass to swipe them out

Key Relationships and Interactions

Direct: Volunteer and Events Coordinator

Indirect:

- Executive Director
- Grief and Bereavement Counselor

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.
- Infection Prevention and Control Training.
- GHS (Global Harmonized System) Training.
- Workplace Violence and Harassment Training