

Respect, Compassion, Excellence, Stewardship, Collaboration

People Strategies

Employment Opportunity

Competition #20115261 Posting Date

Department PALLIATIVE CARE UNIT

Facility ST. PAUL'S HOSPITAL

Affiliation SEIU

Hours of work

JANUARY 2012

\$24.00 to \$25.72 per hour (Pay Band 13)

TEMPORARY PART-TIME VOLUNTEER COORDINATOR

J.J.E. JOB CODE #185

18 Hours per 1 Week Rotation - Days - Flexible Hours

TERM POSITION: UP TO 2 YEARS

Anticipated Appointment Date

JANUARY 12, 2012

CLOSING DATE: JANUARY 19, 2012

Coordinates the recruitment, training and recognition of volunteers in all agencies of the health region. Coordinates, plans, implements and maintains various volunteer programs and services to enhance the care of clients/patients/residents.

SUMMARY OF DUTIES

QUALIFICATIONS

- Grade 12
- Volunteer Sector Management Program certificate.
- Good attendance required.

If no qualified applicants apply, applicants without the requisite or equivalent qualifications shall be considered for the position.

- Twenty-four (24) months previous experience in coordinating volunteers.

EXPERIENCE

- Intermediate computer skills.
- Communication and interpersonal skills.
- Leadership and organizational skills.
- Ability to work independently.
- Valid drivers license.

KNOWLEDGE, SKILLS AND ABILITIES

Patient, Resident, Client and Employee Safety is a critical aspect of quality healthcare. All staff are accountable for creating a culture of safety, working as a team, communicating effectively and responding to adverse events. The Saskatoon Health Region is committed to providing mentorship for our employees; all new external hires will be offered peer mentorship to support their transition into this position

ELIGIBILITY

This competition is open to all SEIU members of Saskatoon Health Region and its affiliated agencies. Please visit www.saskatoonhealthregion.ca and click on Join Our Team and How To Apply to submit your application or fax to 306.655.0124 by the CLOSING DATE.