



Abbotsford Hospice
& Grief Support Society

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Position Description

Position Title: Children and Families Services Coordinator
Reports To: Grief Support Services Manager/Executive Director
Position Type: Full time - 40 hours per week
Salary Range: \$49,000- \$55,000

Purpose:

The Children & Family Services Coordinator (CSFC) is responsible for providing quality services on behalf of AHGSS with respect to anticipatory grief and bereavement support for children and their family. The CSFC will strive to meet the needs of clients and volunteers in a professional, compassionate and timely manner.

Essential Functions:

- Participates in intakes and supports planning services for children ages 3-12 and refers to appropriate AHGSS and/or community services.
- Develop support plans in collaboration with Grief Support Services Manager to provide appropriate anticipatory grief and bereavement support for children and families.
- Provides support, guidance, resources, and pre and post-death education to parents/caregivers as it relates to the child client.
- Promotes effective coping for children through play, pre and post-death education and self-expression activities.
- Provides effective guidance, support and debriefing for volunteers as it relates to their client support work with AHGSS.
- Co-Facilitates child bereavement training with manager for client support volunteers interested in supporting children and provides ongoing support for volunteers working with children and youth.
- Builds the roster and manages the registration process for children's grief support groups.
- Researches materials and networks with children's bereavement coordinators of other Hospice Societies to develop children support group curriculums to fit the needs of specific rosters.
- Assists with the facilitation of child bereavement support groups at AHGSS.
- Co-develops and co-facilitates equine-facilitated grief day camp(s) for grieving children.
- Co-develops and facilitates Summer camp(s) (which will be held over a weekend) for

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grieving children and families.

- Design, implement, and facilitate new children's bereavement support groups.
- Design, implement, and facilitate a new children's bereavement support group geared towards multi-cultural inclusion and initiatives to diversify our services to better meet multi-cultural community needs.
- Represents AHGSS within the local School district, lead groups and one-to-ones, with the partnership of the school counsellors and school staff.
- Co-develops and co-facilitates Family Art Connections which gives families an opportunity to come together to create a piece of art in memory of their loved one .
- Co-develops and co-facilitates an anticipatory grief group (bi-weekly all year).
- Facilitates Group Companionship Grief Support alongside volunteer support.
- Works alongside Managers to co-facilitate annual Christmas Event for AHGSS clients (both children and adults).
- Contributes and takes part in AHGSS events that have a children's portion in the event (this may include weekends and evenings).
- Participates in other AHGSS events when requested.
- Liaises with community agencies, schools and ARH to inform of AHGSS services for children including the development and delivery of information packages to Abbotsford schools.
- Assists with educational presentations/workshops for caregivers and other groups wishing to learn about supporting children in their anticipatory grief and bereavement.
- Responds to and documents inquiries related to AHGSS children's services via phone, email and in person.
- Inputs & maintains detailed client records and program statistics.
- Ensures the protocol of ethics are in place via appropriate agencies i.e. legal waivers/consent forms, insurance waivers etc.
- Helps in maintaining and expanding our child lending library with up-to-date resources for grieving children.
- Attends and participates in AHGSS staff meetings and planning meetings as required.
- Works the occasional evening to facilitate or help with volunteer support meetings, and AHGSS fundraising events. Compensation for this time will be in the form of time off in lieu or adjustment of one's work schedule the day or week of the event/meeting.
- Works flexible hours, available to adjust weekly schedule according to events or other programming needs – weekly hour allocation to be contingent on programming needs.
- Works with the AHGSS as a team member, supporting other events when required for children and the organization in general.

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- Reports to Manager and completes other duties as assigned.

Requirements and Qualifications:

- Experience in working with bereaved children & their families
- Experience or training in expressive play/art therapy
- Post secondary education or an acceptable combination of education, training and experience
- Strong interpersonal and communication skills
- Ability to prepare quality statistical reports
- Strong organizational & multi-tasking skills
- Experience working with or working as a volunteer
- Experience working in a non-profit environment
- A valid driver's license is preferred to enable the successful candidate to drive our AHGSS community vehicle when liaising with partners within our community.

Personal Competencies/Characteristics

- Ability to communicate, engage and connect with children and families
- Ability to communicate, engage and connect with administrative and counselling staff in the school system & Abbotsford community at large.
- Understanding and commitment to helping families in crisis
- Demonstrated ability to anticipate problems and proactively develop solutions
- Strong sense of compassion and patience
- Ability to work independently and effectively as part of a team
- Receptive to change and ability to effect change
- Compassion for end-of-life and grieving processes

*Please note this job description is considered a working document and may evolve over time based on the needs of AHGSS and the development of the employee holding the position.

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