



Director of Living with Advanced Illness Centre
Position Description

Position Title: Director, Living with Advanced Illness Centre

Reports To: Senior Director, Operations

Status: 1.0 FTE, Permanent

Position Summary: The Director of Living with Advanced Illness Centre (LAIC) oversees the Centre's day-to-day activities and assumes primary responsibility for the supervision and development of the LAIC team. The position, in collaboration with the leadership team, develops and implements the strategic priorities of the organization.

The Director of LAIC assists with strategic visioning, budgeting initiatives, and the marketing of Hospice Calgary services. The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

This position is accountable and responsible for specific projects as assigned.

Primary Duties and Responsibilities

Clinical Practice:

- Provides direct supervision of the LAIC team and advanced practice supervision for the counsellors with complicated family dynamics at end of life or through bereavement.
- Participates in family conferences or clinical sessions as required.
- Assesses ongoing clinical development and wellness needs of staff and plans related initiatives.
- Coordinates the sharing of Rosedale Hospice and LAIC expertise to support and educate patients/clients, staff, volunteers, and the wider community.

Education and Programs:

- Develops and implements LAIC programs and services, including expanding current programs and initiating new ones.
- Supports agency-wide initiatives that impact clinical services.
- Shares responsibility with other clinical directors for the development and maintenance of clinical resources for staff and clients.
- Develops partnerships with post-secondary institutions that support training and research related to community-based hospice care.
- Develops and maintains community partnerships to promote support for caregivers, while contributing locally and provincially with networking and enhancing services.
- Networks with external groups to build relationships, share expertise in palliative and hospice care, and to increase awareness of Hospice Calgary's services.

- Assists in the development, coordination, and implementation of continuing education programs offered to external groups.

Program Evaluation:

- Evaluates assessment tools and makes recommendations for change as necessary.
- Evaluates outcome measurement tools and develops, and implements changes as necessary.
- Coordinates clinical quality improvement initiatives.

Administration and Human Resources Management:

- Provides direct supervision to:
 - LAIC Counsellors
 - Program Assistant
 - Additional LAIC personnel as new programs are developed
- Supervises clinical contract consultants and LAIC practicum students (or coordinates the supervision of students).
- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Reviews and revises clinical program budgets and the yearly statistical collection process.
- Assists with development of clinical risk management policies and procedures.
- Organizes and attends departmental and inter-departmental meetings to maintain effective communication.
- Participates in committee work and community initiatives as appropriate.
- Works as part of the leadership team to develop and further the strategic directions of the organization.

Qualifications:

- Master's Degree in Social Work, Nursing, Counselling, or related discipline is required.
- Current registration with professional association is required.
- Expertise in end-of-life, grief and trauma clinical practice.
- 5 years progressive experience in the area of program development and management.
- Minimum of 5 years of clinical case management.
- Successful record of establishing and maintaining effective and professional relationships within the social services sector.
- Outstanding oral and written communication skills.
- Strong knowledge of hospice and palliative care services in Calgary and surrounding areas.

Working Conditions:

A standard work week is required (168 hours/month). Willingness to work in a flexible environment that requires work in the community and at both Hospice Calgary sites. On-call and evening and weekend work may be necessary on occasion.