



Hospice Calgary is a non-profit organization serving the Calgary community for almost 40 years.

Through our three centres of care, we support children, teens, and adults through the grieving process as they face advanced illness or the death of someone in their life. We promise to have the difficult conversations about death, dying, and grief while honouring each unique experience of grief.

Our Mission, Vision, and Values

Mission: To help people find hope and well-being through the provision of compassionate support and exceptional care during advanced illness, end-of-life, and grief.

Vision: People of all ages can live well in their unique experience through illness, death, and grief.

Values: Authenticity • Compassion • Dignity • Empathy • Equity • Ethical Practice • Excellence • Family-Centred Care • Inclusiveness • Integrity • Respect • Responsiveness

Intake Coordinator – Permanent, Full-Time

The *Intake Coordinator* position is a critical role supporting the Children's Grief Centre and the Living with Advanced Illness Centre. It is the initial point of contact and assessment for people seeking short and long-term grief and trauma-focused counselling. The Intake Coordinator provides essential support with compassion and provides grief-specific information and guidance during intake. This role also acts as a key resource for community professionals and program support for the Children's Grief Centre clinical team.

What We Require

- A degree or diploma in social work, child and youth care, or similar field
- Minimum 2 years experience in human services field
- Alignment with Hospice Calgary's values as well as philosophy of hospice and grief care
- Experience with children, teens, and families
- Demonstrated skills for screening, assessment, documentation, case management, service coordination
- Excellent interpersonal and communication skills
- Familiar with Calgary and area mental health resources; ability to support system navigation and referrals
- Committed to ongoing learning and professional development
- Valid driver's license with own transportation

Submit cover letter and resume with attention to Shanna Shepherd, Director of Children's Grief Centre
hiring@hospicecalgary.ca

CLOSING DATE: July 11, 2025

Only qualified applicants will be contacted

We recognize many working in the field of mental health are seeking a balanced workload for sustainability and enjoyment in their work. Hospice Calgary's clinical model is able to provide that for our team members.

What We Offer

- **Flexibility**
- Option of .8 or 1.0 FTE
- **Competitive compensation** package including benefits, RRSP, 3 weeks vacation, wellness days
- \$250 Annual PD allotment
- **Community of Practice** (grief-specific) to reduce isolation and increase sustainability
- **1:1 Clinical Supervision and support**
- **Quarterly Professional Development** sessions
- Annual September team retreat
- Enrolment in *Grief in My Backpack* resource
- 70-20-10 model for Professional Development