



Hospice Calgary is a non-profit organization serving the Calgary community for over 30 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

Hospice Calgary believes people are the key to what we do. Each person is seen, welcomed, and recognized for who they are so that they can be their best selves.

What We Offer

- **Flexibility** on work schedule
- Part-time position that supports work-life balance
- **Competitive Pay**
- **Benefits** (health, dental, insurance, wellness, RRSP)
- \$250 Annual PD allotment
- **Collaborative and inter-professional work environment**
- 70-20-10 model for professional development (on the job, mentoring/coaching, formal training)
- Independence
- A consensus driven decision making environment
- Meaningful work that has a lasting impact

Program Assistant – Part-Time – Contract – New Position

The Living with Advanced Illness Centre is seeking a Program Assistant to join our team to provide much needed support the day-to-day operations of the *Living with Advanced Illness Centre (LAIC)*. The role supports intake and administration.

What We Require

- Completion of an accredited Unit Clerk Course or equivalent training program an asset
- Completion of post-secondary diploma or certificate in Medical Office Administration an asset
- Administrative experience in an office environment
- Experience in database management an asset
- Excellent communication, facilitation, relationship, and interpersonal skills
- Ability to respond to client inquiries with compassion and without judgement
- Strong organizational and time management skills
- Solid computer skills with experience in Microsoft Office (Word, Excel, PowerPoint, Outlook), experience with Jane system an asset
- Passion for grief, hospice, and family centered care
- Clear Criminal Record and Child Intervention checks
- Be flexible in availability, able to work occasional evenings and weekends

Submit cover letter and resume with attention to Jaclynn Cote, Program Manager, Living with Advanced Illness Centre
hiring@hospicecalgary.ca

Only qualified applicants will be contacted.