



240 Neill Street P.O. Box 7, Tofino, BC, V0R 2Z0

T/F: 250.725.1240 E: [executivedirector@pacificrimhospice.ca](mailto:executivedirector@pacificrimhospice.ca) W: [www.pacificrimhospice.ca](http://www.pacificrimhospice.ca)

---

## **Pacific Rim Hospice Society**

### **Friends and Family Caregiver Support Coordinator**

#### **Summary of Role:**

Pacific Rim Hospice Society (PRHS) is seeking a Coordinator for the NEW Friends and Family Caregiver Support Program for an employment contract starting immediately until March 31, 2026, with opportunity to extend at least one additional year until 2028, based on funding. A competitive living wage is offered at \$30/hr. Job consists of working 35-37.5 hours per week, flexible schedule. Job may be extended based on funding.

Under the supervision of the PRHS Executive Director, the FFCS Coordinator will be responsible for creating new programs for caregivers and their loved ones in multiple communities in the Pacific Rim Region. Some of the programs may include one to one support of caregivers; caregiver circles of support; creating a day program for the loved ones of caregivers; information and referral; navigation of health and community supports, informal respite; educational workshops; special events, creating legacy work such as booklets, photos etc.

The FFCS Coordinator will have a collaborative leadership style that contributes to strong team and relationship building; excellent administrative skills, including organization and attention to detail; superior communication and the ability to deeply listen.

#### **Primary Duties & Responsibilities**

1. Facilitate weekly circles of support groups in various communities.
2. Coordinate and provide one-on-one caregiver support via telephone, virtual and in-person.
3. Overseeing the hiring and support of a caregiver aide, with support from the Executive Director,
4. Schedule volunteers supporting the FFCS Program.
5. Act as a liaison between the Better at Home Coordinator, Community Connector and other staff and caregivers, helping participants get access to care and services they need.
6. Maintain confidentiality, especially related to sensitive organizational, member and other generally private information.



240 Neill Street P.O. Box 7, Tofino, BC, V0R 2Z0

T/F: 250.725.1240 E: [executivedirector@pacificrimhospice.ca](mailto:executivedirector@pacificrimhospice.ca) W: [www.pacificrimhospice.ca](http://www.pacificrimhospice.ca)

---

7. Administrative tasks such as arranging meetings, clerical tasks, and record keeping.
8. Stay current on organizations providing practical services through research and obtain resources and referrals for seniors and their families.
9. Maintain contact and collaborate with other United Way BC funded programs in the community, as well as other United Way Family and Friend Caregiver Support Programs locally and provincially.
- 10.
11. Work in collaboration with PRHS Better at Home Coordinator and Community Connector in order to wrap around care for older adults and Elders.
12. Maintain clear communications with Hospice Care Coordinator and Better at Home Coordinator in the recruitment, retainment and ongoing collaboration with the volunteers of FFCS.
13. Maintain statistics and prepare monthly, quarterly and annual reports. Also, maintain caregiver records and track participation and monthly and annual budgets.
14. Attend monthly staff team meetings
15. Submit reports for board meetings, Annual Report etc., as directed by supervisor.
16. Attend monthly education seminars and educational opportunities.
17. Attend conferences, as directed by supervisor.
18. Promote the FFCS program to allied health professionals and local agencies.

## **Workplace Safety**

- Identifying risks and ensure a safe environment for activities for clients, volunteers and staff.
- Assist in the development of standards and procedures that will eliminate or reduce those risks
- Implement, promote and evaluate these standards and procedures
- Other duties as required

## **Requirements**

- Post-secondary degree in related field (preferably communications, human resources, social work, etc.) or, equivalent in education and experience
- Valid BC Driver's License and access to use of a reliable vehicle with valid insurance
- Minimum of 3 years of related experience in social services and/or human resources, preferably in non-profit or community services



240 Neill Street P.O. Box 7, Tofino, BC, V0R 2Z0

T/F: 250.725.1240 E: [executivedirector@pacificrimhospice.ca](mailto:executivedirector@pacificrimhospice.ca) W: [www.pacificrimhospice.ca](http://www.pacificrimhospice.ca)

---

- Proficient in the use of word processing, databases, spreadsheets, e-mail, social media, presentations, in particular Microsoft Office
- Demonstrated commitment to equity, diversity and inclusion

## Competencies

- Excellent overall leadership, administrative skills with the ability to manage multiple priorities
- Exceptional interpersonal and communication skills, with a demonstrated ability to respect confidentiality and use discretion
- Sound decision-making, problem-solving, and conflict resolution skills
- Represent the PRHS/FFCS in a professional manner
- Demonstrated self awareness, with the ability to navigate personal assumptions, values, principles, strengths, and limitations
- Ability to carry out leadership role with integrity that reflects that same core values of PRHS/PRBH
- An understanding and acceptance of the PRHS's philosophies and values
- Excellent English language skills
- Travel inter-community is required

## To Apply

Please send your resume and cover letter Attn: Tarni Jacobsen, Executive Director, to [executivedirector@pacificrimhospice.ca](mailto:executivedirector@pacificrimhospice.ca)

We are an equal opportunity employer who encourages and supports a diverse and inclusive working environment. We promote a healthy, supportive and balanced workplace. We offer flexible work hours, location and competitive living wages.

Applicants will be interviewed on an ongoing basis until a successful candidate is found. We appreciate your time and effort to apply for this position, however, not all candidates will be contacted.