

# **HOSPICE SOCIETY OF NORTH KOOTENAY LAKE**

## **Job Description Executive Director**

### **Accountability**

The Executive Director is accountable to the Board of Directors of the Hospice Society of North Kootenay Lake. The Executive Director's role is to plan, organize, direct and administer all organization activities and programs, consistent with Board approved policies, goals and objectives and in accordance with legal constitutional requirements.

### **Hours**

The Employee will be paid for 18 hours each week, 5 of which will be the posted and advertised office hours. The remaining 13 hours per week will be used at the discretion of the Executive Director to complete the tasks outlined in the job description. 12 hours per week are to be paid for from Interior Health funding; 4 hours per week from HSNKL reserve funds and 2 hours per week from the Community Gaming Grant. Additional hours may be available as funding allows.

### **Responsibilities**

The duties of the Executive Director will include, but not be limited to the following:

#### **1. Governance and Administration**

1. Organize and manage the general and day-to-day operations of the Society.
2. Report to the Board of Directors at monthly board meetings and as necessary.
3. Attend the Annual General Meeting of the Society and report on the past year's activities.
4. In conjunction with the Society Treasurer and Finance Committee, advise the Board on the annual budget.
5. Work within the approved annual budget.
6. Manage the office: keep accurate files and client records; maintain a filing retrieval system; phone and email management; correspondence; financial record-keeping.
7. Oversee the Hospice Library, pamphlets, brochures, business cards and other materials.
8. In collaboration with the Finance Committee, submit bi-annual reports to IHA, and meet reporting requirements of all other funding agencies.
9. Advise the Governance Committee, as needed, regarding new or revised policy, goals, program proposals and initiatives.
10. Advise the Board in its Strategic Planning and Succession Planning for the Society.
11. Ensure the office is clean and attractive.

#### **2. Client Component**

1. Receive and process client referrals from physicians, nursing staff, care facilities, family, friends, and self-referrals according to policy. Referrals are received for both palliative care and bereavement clients.
2. Liaison with other professional hospice stakeholders (nursing staff, physicians, home care nurse, etc.).
3. Meet with clients, and families or friends as appropriate, to assess their needs and explain hospice services.

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4. Identify and assign suitable volunteer(s) to meet client needs.
5. Provide ongoing follow-up with clients, volunteers, and referral sources as appropriate.
6. Provide bereavement service to individuals and via grief support groups.

### **3. Advocacy**

1. Establish and maintain effective relationships with volunteers, health care providers, community groups, funding sources, government officials and other stakeholders.
2. Represent the Society at community events as appropriate.
3. Advertise the Society and its public events in local media, as appropriate.
4. Participate on relevant committees as a Society representative and advocate for hospice palliative care services or arrange for a delegate to do so.
5. Develop community awareness of hospice services, volunteer training and events.
6. Provide community education on hospice palliative care and end-of-life issues.
7. Provide information on support and access to resources, to individuals with palliative care concerns and bereavement issues.

### **4. Fund Sourcing**

1. Assist the Board as necessary to research and develop funding sources.
2. Develop funding proposals in conjunction with the Finance/Grants/Fundraising committee.

### **5. Volunteer Component**

1. Organize and advertise volunteer trainings and ongoing training opportunities.
2. Volunteer recruitment, screening and leadership.
3. Assign and supervise volunteers.
4. Liaise with volunteers including regular updates, educational opportunities, debriefing and grief support. Organize three volunteer meetings per year.

### **6. Training, professional development and self care**

1. Undertake additional training and professional development opportunities, as they become available.
2. Self care may include counselling as needed, and meetings with an E.D. support person.
3. Any cost for training and/or counseling is subject to the limit set out in the annual budget, plus any grants or donations that are specified for this purpose.