



Bruce Peninsula Hospice

Bruce Peninsula Hospice Inc. is committed to providing compassionate, non-medical care by trained volunteers for families who choose end-of-life care and/or bereavement support.



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| <b>Volunteer Position:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Administration Support</b>                                                                                       | <b>Date:</b>                                                                                                  | November 23, 2022 |
| <b>Job Description:</b><br><p>Bruce Peninsula Hospice seeks a professional, courteous, and friendly volunteer to assist staff with various administrative tasks including but not limited to, filing, phone calls, data entry, research, special projects &amp; duties and reception coverage. The volunteer will have excellent phone etiquette, organizational skills, can follow instructions and has good communication skills (both written and oral). The admin volunteer is required to show professionalism and care, being a reliable and fair representative of our organization.</p> <p><b>Possible Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Telephone/phone/virtual support</li> <li>• Digital data entry/maintenance</li> <li>• Preparing communication materials</li> <li>• Filing/organizing documents</li> <li>• Research projects</li> <li>• Assist in assembling/updating training materials</li> <li>• Tech savvy enough to use organization's software</li> </ul> |                                                                                                                     |                                                                                                               |                   |
| <b>Job Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 369 Mary St.,<br>Wiarton, ON<br>N0H 2T0                                                                             | <b>Volunteer Onboarding Complete; Confidentiality, Service Agreement, and all Consents and Documentation:</b> | Yes               |
| <b>Hospice Training Required:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Orientation Session provided by BPH and online manual including policies.<br><br>4, 1-hour, online training modules | <b>Police Check Required:</b>                                                                                 | Yes               |
| <b>Volunteer Position Status &amp; Length:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Part-time/Temp Placement/<br>Ongoing<br><br>Minimum of 4 hours/week                                                 | <b>Familiar with <i>relevant</i> Policy and Procedures from Manual:</b>                                       | Yes               |
| <b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Familiar with Microsoft Office Suites. Past Administration/Office work is an asset.</li> <li>• Strong attention to detail and good interpersonal skills.</li> <li>• Strong decision making and problem-solving skills.</li> <li>• Ability to multi-task</li> <li>• Excellent communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                     |                                                                                                               |                   |