



**JOB POSTING
PALLIATIVE NURSE NAVIGATOR**

Position title:	Palliative Nurse Navigator
Reports to:	Manager of Community Programs
Department:	Community Programs
Location:	Hospice Peterborough 325 London Street Peterborough, ON
Start Date:	To be negotiated (probably June 2025)
Salary range:	\$39.62 - \$45.93 per hour
Type of employment:	14 hours per week (occasionally an additional 7 hours/week), fixed term 12-14 months
EHB:	Extended Health benefits available
Pension:	Healthcare of Ontario Pension Plan (HOOPP)
Posting date:	May 1, 2025
Closing date:	May 15, 2025, by 4:00pm

Job Purpose/Summary:

As a key member of the Peterborough Palliative Community Care Team (PCCT), the Palliative Navigator will provide support to people living with or affected by life-threatening illness including assisting them to navigate health and community services.

As a regulated health professional, the Navigator will act as a conduit between clients, primary care, and the broader healthcare community in supporting queries, concerns and decision making.

Primary Duties and Responsibilities:

- The Navigator will be involved with client care planning as required through the following activities:
 - Conduct client assessments/reassessments and establish/revise the care plan in consultation with the client and circle of care.
 - Set up and link with Hospice services
 - Link with other health and community supports as appropriate.
 - Participate in problem-solving with client and/or circle of care.
 - Advocate for clients with respect to access to services.

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- Provide opportunities for clients to explore, prioritize and plan for meeting needs as they emerge throughout the course of a life-threatening illness and/or in bereavement including future admission to the hospice residence.
- Facilitate client or caregiver support groups as required.
- Participate in and facilitate Community Palliative Care Community Team Rounds.
- Refer and consult with health service providers and broader community service partners when appropriate.
- Collaborate with intake services through consultation, reviewing new contacts, assessing needs, assisting in determining next steps and maintaining appropriate documentation, where appropriate.
- Support client service volunteers in collaboration with the Volunteer Coordinator.
- Maintain appropriate documentation.

Organizational Responsibilities:

- Represent Hospice Peterborough in selected community activities, education opportunities and committees.
- Complete administrative and quality reports on a timely basis ensuring that all data submitted is accurate, precise, and current.
- Participate in the development of Hospice Peterborough’s Quality Improvement and Strategic Plans.
- Participate with the Manager of Community Programs in an annual performance appraisal.
- Fulfill all responsibilities in accordance with the policies and procedures and standards of Hospice Peterborough.
- Willingness to accept other duties as required.

Key Competencies:

- **Accountability:** Takes ownership of personal workload, as well as the workload of employees under his/her direction.
- **Adaptability:** Adapts and responds to changing conditions, priorities, technologies and requirements.
- **Attention to detail:** Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- **Building Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Collaborative** - Create and foster a work environment where ideas are shared to work together to achieve organizational goals.
- **Commitment:** Commitment to Hospice Peterborough’s mission, vision, goals, Philosophy of Care and Guiding Principles.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Compassion:** Demonstrated compassion, diplomacy, discretion, sensitivity, and respect for others.
- **Cooperative** – Work well with others and has the ability to mitigate conflict.
- **Foster teamwork: Creates** and fosters a work environment where ideas are shared, and departments work together to achieve organizational goals and objectives.

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- **Judgement** - Ability to use sound reasoning when faced with various issues. Has the ability to make quick, effective decisions.
- **Knowledge** - Working knowledge of Central East LHIN and MOHLTC priorities, current healthcare trends, legislation, and programs, especially as applied to palliative care to be able to integrate this into program planning and policy and procedure writing. Knowledge of community resources related to hospice palliative care and supportive/spiritual care and the ability to develop and maintain effective partnerships with other service providers
- **Leadership:** Proven ability to work collaboratively as a member of an interdisciplinary health care team, and provide leadership, support, coaching, encouragement and direction where required
- **Ownership:** Takes pride in the work that is accomplished and understands the functions of tasks within the bigger picture of the organization. Ensure deadlines are met and work is completed properly.
- **Philosophy of Care** – Philosophy of caring consistent with the client-centered, holistic model of Hospice Peterborough.
- **Professionalism:** Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- **Research and Learning** - Commitment to continuous learning and ability to search out relevant evidence-based standards/guidelines and integrate them into practice
- **Teamwork:** Works cooperatively and effectively with others to reach a common goal. Participate actively in group activities fostering a team environment.
- **Time Management:** Proven ability to manage time, organize priorities, and balance an ever-changing workload.

Qualifications:

- Registered nurse with current registration with the College of Nurses Ontario, preferably BScN educated.
- 3-5 years demonstrated experience providing hospice palliative care in community, hospital or appropriate long term care setting.
- Completed palliative education. For example, CNA certification in Hospice Palliative Care, CAPCE, Fundamentals of Palliative Care, LEAP or equivalent educational courses in another jurisdiction.
- Evidence of a demonstrated client-centered approach to care and ability to work with families.
- Evidence of current CPR certification. (It is the responsibility of the RN to maintain their own CPR certification during their employment with Hospice Peterborough)
- Skills in client assessment, planning, communicating with physicians, nurse practitioners and other health professionals.
- Ability to communicate professionally and compassionately with clients and families as well as health care providers
- Valid driver's license, a reliable vehicle for work related purposes, and current vehicle insurance.
- Outstanding interpersonal, communication and organizational skills.
- Ability to work flexible hours including the possibility of on-call rotation.
- Knowledge of community health and social service resources is an asset.
- Strong computer skills (Word, Excel, Outlook, databases and effective internet research).



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- Current and original copy of a satisfactory Criminal Records Check, Vulnerable Sector Search and Child Abuse Registry Check is required upon the start of employment.

Work Conditions and Physical Capabilities:

- Fast-paced, highly detailed environment.
- Ability to carry using appropriate lifting techniques.

Key Relationships & Interactions:

Internal

- Intake Coordinator
- Palliative Pain and Symptom Management Consultant
- Supportive Care Counsellor
- Manager of community programs
- Volunteer Coordinator
- Hospice staff and volunteers
- Manager of Hospice Residence

External

- Clients and potential clients
- Peterborough Family Health Team
- Peterborough Regional Health Centre
- Central East LHIN and contracted service providers
- Aboriginal Navigator
- Community partners

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties assigned to meet the ongoing needs of the organization.

Applications (cover letter and resume) must be e-mailed or hand-delivered, and received by May 15, 2025, by 4pm. (Applications will only be accepted if received as directed.)

Please address your application to:

Rochelle Bowers
Hospice Peterborough
325 London Street
Peterborough, ON K9H 2Z5
employment@hospicepeterborough.org

Thank you for your interest. Please note that only those selected for an interview will be contacted. *Hospice Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*

Accommodation will be provided in all parts of the hiring process as required under relevant policies of Hospice Peterborough. Applicants will need to make their needs known in advance.