



JOB POSTING

FAMILY AND CHILD LIFE SPECIALIST

Position title:	Family and Child Life Specialist
Reports to:	Manager of Community Programs
Department:	Community Programs
Location:	Hospice Peterborough 325 London Street, Peterborough, ON
Start Date:	As soon as possible
Starting salary:	\$31.59 hourly
Salary range:	\$31.59 to \$36.62 hourly
Type of employment:	Permanent part time, 21 hours weekly
Work hours:	Monday to Friday
EHB:	Extended Health benefits available
Pension:	HOOPP pension plan
Posting date:	June 4, 2025
Closing date:	June 18, 2025, by 4 pm

Job Purpose/Summary:

The Family and Child Life Specialist is a member of the collaborative hospice team, responsible for the oversight of bereavement and wellness programming offered by Hospice Peterborough with special emphasis on programs for children, youth and families. Programming focuses primarily on group experiences as the delivery method, and this position includes supporting contract facilitators and volunteers who are an integral part of this programming. The Family and Child Life Specialist is also responsible for individual support of individuals, especially children, youth and parents, both during palliation and grief in the community as well as the Hospice Residence. The Family and Child Life Specialist may also see adult grief clients and lead wellness programs.

Primary Duties and Responsibilities:

The Family and Child Life Specialist reports to the Manager of Community Programs and is part of the Community Programming Team.

- Program Delivery:
 - Phone consultation and scheduled appointments to support children, youth, parents and other clients. Typically, these will be scheduled during office hours but flexibility to see clients in late afternoon and evening is appreciated given that many clients are in school.

Family and Child Life Specialist

JOB POSTING

FAMILY AND CHILD LIFE SPECIALIST

- Support clients in palliation and grief as appropriate including assisting them in connecting with hospice services and/or other community resources.
- Assist in the coordination of programming including group facilitation as needed. Collaborate with other members of the Hospice Team, such as Volunteer Services, to plan, schedule, and arrange the activities, supplies, equipment, facilities, and volunteers.
- Program Development, Implementation and Evaluation:
 - Ensure a variety of delivery methods that appeal to different demographics which may include: one-to-one support, group facilitation, peer-to-peer and expressive arts.
 - Demonstrate commitment to integrating principles of anti-oppression and cultural competence into programs and services.
 - Support the development of flexible programming for clients and families across the life span.
 - Develop family bereavement and wellness experiences to support clients.
 - Work with the Manager of Community Programs and the Quality Committee to develop processes to take an approach of constant quality improvement and incorporate participatory evaluation strategies into groups and programs.
 - Work with Volunteer Services to ensure appropriate volunteer coverage for all aspects of programs.
- Facilitate Internal and External Relationships:
 - Be able to step in to facilitate groups (for children or adults) as necessary, for example when a facilitator needs to be away.
 - Develop partnerships with other organizations to support their clients with a palliative diagnosis or in bereavement.
 - Provide ongoing support for those leading groups, and develop tools for ongoing evaluation, reflection and vision.
 - In conjunction with Volunteer Services facilitate appropriate training for group facilitators and/or for volunteers.
 - Partner with community agencies and Hospice Services in other regions in order to strengthen support and build capacity.

JOB POSTING

FAMILY AND CHILD LIFE SPECIALIST

Organizational Responsibilities:

- Represent Hospice Peterborough in selected community activities, educational opportunities, and committees.
- Participate in assigned Hospice activities and committees.
- Complete administrative reports on a timely basis.
- Participate in an annual performance appraisal.
- Fulfill all responsibilities in accordance with the by-laws, policies and procedures and standards of Hospice Peterborough.
- Willingness to work some evenings and weekends.
- 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:** Express and transmit information with consistency and clarity. Excellent communication and interpersonal skills; including ability to write clearly.
- **Compassion:** Demonstrated compassion, diplomacy, discretion, sensitivity, and respect for others.
- **Cooperative** – Work well with others and have the ability to mitigate conflict.
- **Judgement** - Ability to use sound reasoning when faced with various issues and 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. 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.
- **Learning** - Commitment to continuous learning.



JOB POSTING

FAMILY AND CHILD LIFE SPECIALIST

- **Team Player** - Proven ability to work collaboratively as a member of an interdisciplinary health care team, and provide leadership where required.
- **Time Management** - Proven ability to manage time, organize priorities, and balance an ever-changing workload.

Qualifications:

- Master of Science (MSc) focused in Child Life & Pediatric Psychosocial Care or equivalent required
- Additional education or certification in supporting children and families through the hospice palliative care experience including grief and bereavement are required
- Demonstrated experience working with children and adults who are bereaved, in both one-to-one and in group formats required
- Commitment to a hospice palliative care approach, and an understanding of child and family dynamics in illness and grief.
- Ability to demonstrate compassion, empathy, integrity, respect, courtesy and a caring attitude in all interactions
- Outstanding interpersonal, communication, group facilitation, counselling and organizational skills.
- Knowledge of community health and social service resources an asset.
- Leadership skills and ability to work well in a team environment.
- Strong computer skills (Word, Excel, Outlook, databases, etc).
- Current and original copy of a satisfactory Criminal Records Check, Vulnerable Sector Search and Child Abuse Registry Check is required upon the start of your employment.
- Valid driver's license, a reliable vehicle for work-related purposes, and current vehicle insurance.

Work Conditions and Physical Capabilities:

- Fast-paced, highly detailed environment.
- Ability to focus and function in shared office space.
- Ability to carry and lift using appropriate techniques.
- Ability to: grip, walk, sit, stand, climb stairs, and use fine hand movements.

Please note, employees may have to perform other related duties as assigned to meet the ongoing needs of the organization.



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Applications (cover letter and resume) must be e-mailed, mailed or hand-delivered, and received by June 18, 2025, by 4pm. (Applications will ONLY be accepted if they are complete and received as directed.)

Please address your application to:

Rochelle Bowers

Hospice Peterborough,

325 London Street

Peterborough, ON K9H 2Z5

employment@hospicepeterborough.org

Questions can be directed to Sheila MacPherson at smacpherson@hospicepeterborough.org or 705-742-4042 x 255. Thank you for your interest. Please note that only those selected for an interview will be contacted.

All employees at Hospice Peterborough are eligible to join the HOOPP pension plan.

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

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).