



Hospice Calgary is a non-profit organization serving the Calgary community for over 30 years.

Through our three centres of care, we support children, teens, and adults through the grieving process as they face advanced illness or the death of someone in their life. We promise to have the difficult conversations about death, dying, and grief while honouring each unique experience of grief.

Our Mission, Vision, and Values

Mission: To help people find hope and well-being through the provision of compassionate support and exceptional care during advanced illness, end-of-life, and grief.

Vision: People of all ages can live well in their unique experience through illness, death, and grief.

Values: Authenticity • Compassion • Dignity • Empathy • Equity • Ethical Practice • Excellence • Family-Centred Care • Inclusiveness • Integrity • Respect • Responsiveness

Program Assistant – Part-Time – Contract – New Position

The Living with Advanced Illness Centre is seeking a Program Assistant to join our team to provide much needed support for our growing *Companion Program!* The program aims to reduce stress and feelings of isolation in patients, caregivers, their loved ones, and promotes living life to the fullest during illness.

What We Require

- Recreation therapy experience or certification an asset
- Palliative care, or health care experience an asset
- Marketing education or experience an asset
- Experience in an office environment
- Experience in database management an asset
- Have a working knowledge of Microsoft Office suite
- Experience working with groups an asset
- Previous experience working with volunteers
- Work in alignment with our family and person-centered approach
- Demonstrate understanding of grief and loss.
- Bring a creative and organized approach to assist in the development of volunteer programs for families and individuals living with advanced illness
- Be organized and able to work independently, and a self-starter who is highly motivated
- Skilled in communication, via email, phone, and in-person
- Be comfortable visiting clients in their homes and have a driver's license and reliable vehicle
- Be flexible in availability, able to work occasional evenings and weekends

Hospice Calgary believes people are the key to what we do. Each person is seen, welcomed, and recognized for who they are so that they can be their best selves.

What We Offer

- **Flexibility** on work schedule
- Part-time position that supports work-life balance
- **Competitive Pay**
- **Benefits** (health, dental, insurance, wellness, RRSP)
- \$250 Annual PD allotment
- **Collaborative and inter-professional work environment**
- 70-20-10 model for professional development (on the job, mentoring/coaching, formal training)
- Independence
- A consensus driven decision making environment
- Meaningful work that has a lasting impact

Submit cover letter and resume with attention to Rani Murji, Director, Living with Advanced Illness Centre

[hiring@hospicecalgary.ca](mailto: hiring@hospicecalgary.ca)

Only qualified applicants will be contacted.