



# Job Posting

Interested applicants are asked to submit their resume and cover letter to [careers@oakridgeshospice.com](mailto:careers@oakridgeshospice.com) by the posting expiry date.

<b>Job Title:</b>	<b>Supportive Care Lead</b>
<b>Reports To:</b>	Executive Director
<b>Posting Date:</b>	06/04/2026
<b>Posting Expiry Date:</b>	06/26/2026
<b>Job Summary:</b>	<p>Reporting to the Executive Director, the Supportive Care Lead is responsible for supporting organizational Grief and Bereavement initiatives and goals, operational objectives and strategic goals, quality improvement, risk assessment, accreditation support, and compliance. This role must provide support that embodies critical thinking and proactive problem solving, intuition, time management and collaboration skills. This role requires an ongoing commitment to supporting a strong organization in support excellence. This is a full-time position, 37.5 hours per week with the addition of evening and weekend work when necessary.</p>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>✓ Liaise with the leadership team to implement Operational Plan and Strategic goal alignment</li> <li>✓ Supervise and oversee delegation and progress of the Grief and Bereavement team, provide constructive feedback and input, reporting progress to leadership team</li> <li>✓ Develop and disseminate bereavement supports and tools for the Supportive Care team</li> <li>✓ Facilitate clear communication with the Supportive Care Team</li> <li>✓ Communicate effectively with all stakeholders including clients, families, volunteers, peers, health care professionals and community partners</li> <li>✓ debriefing with Hospice staff and volunteers when difficult situations arise in their work and when a client's death or a series of deaths significantly impact them.</li> <li>✓ Link and advocate for the client and their family to connect them with other health and community supports as appropriate</li> <li>✓ Oversee special projects specific to Grief and Bereavement</li> <li>✓ Develop bereavement programs for marginalized populations (including staff training and procurement of supplies etc)</li> <li>✓ Work with the Executive Director to establish annual operational plans and budget recommendations, with quarterly review to manage costs and ensure targets are met</li> <li>✓ Formulate, review and revise policies and procedures through implementation, including accreditation support</li> <li>✓ Manage procurement, material and resource allocation</li> <li>✓ Establish, monitor and report on metrics for funding targets</li> <li>✓ Ensure legal and legislative compliance</li> <li>✓ Professional development as approved by Executive Director.</li> </ul>

<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>✓ Masters degree (preferred) in social work, counselling, thanatology or related field Registration with a regulated professional college (e.g., Ontario College of Social Workers, College of Registered Psychotherapists of Ontario OACCPP)</li> <li>✓ Three (3) to five (5) years related experience, preferably in a palliative care setting.</li> <li>✓ Experience in providing bereavement services to various stakeholders</li> <li>✓ Extensive experience supporting individuals and families facing life threatening illnesses as well as providing grief and bereavement support to individuals of all ages.</li> <li>✓ Palliative Care Certification e.g., Fundamentals of Palliative Care, Learning Essential Approaches to Palliative Care (LEAP) (or willing to complete).</li> <li>✓ Models the values of the organization</li> <li>✓ Excellent organizational, interpersonal, communication and time management skills</li> <li>✓ Skill in decision-making, problem-solving, delegating, and business principles</li> <li>✓ Knowledge and expertise in Adult Bereavement Care Pyramid model of support</li> <li>✓ Working knowledge of data analysis and performance/operation metrics</li> <li>✓ Pre-existing knowledge of community health and social service resources an asset.</li> <li>✓ Proficient in Microsoft Office 365</li> <li>✓ 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.</li> </ul> <p>Oak Ridges Hospice recognizes the importance of immunization to protect our residents, team members and visitors from COVID-19. As such, a condition of employment with Oak Ridges Hospice is requiring that all employees and new hires have received all required doses of a COVID-19 vaccine approved by Health Canada.</p> <p>Oak Ridges Hospice is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.</p>
<p><b>Hours:</b></p>	<ul style="list-style-type: none"> <li>• Full-time, 37.5 hours per week with on-call availability.</li> </ul>
<p><b>Pay:</b></p>	<ul style="list-style-type: none"> <li>• Based on qualifications and years of experience as outlined within the job description</li> <li>• Pay Range: \$37.13 – \$39.48 per hour</li> <li>• Group Benefit Plan with Health Care Spending Account</li> <li>• Group RRSP</li> <li>• Education Reimbursement</li> <li>• Paid sick and personal days</li> </ul>

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**