

Coordinator of Volunteer Services

Fresh Meadows, NY

Utilize your human resources knowledge and experience in a different way!

Hospice Care Network seeks an enthusiastic individual looking for an uplifting professional experience. The focus of this full time position to be based out of HCN's Fresh Meadows office is to serve as part of a team to assist with the coordination of all phases of the hospice patient care and administrative volunteer program. Your contributions & compassion will help patients make every day count and their loved ones feel supported.

Responsibilities include:

- Screening, interviewing, and assessing candidates for HCN's volunteer program.
- Assessing ongoing need for volunteer services by HCN's patient/families.
- Attending weekly meetings and functioning as a member of assigned interdisciplinary team.
- Assigning volunteers to fulfill the need for services by patient/families or agency departments and supervising, evaluating and providing support to these volunteers.
- Coordinating and presenting portions of periodic 16-hour volunteer training program.
- Ensuring volunteer files contain accurate and up-to-date information in compliance with established regulations and policies.

Qualifications include:

- Baccalaureate degree.
- Minimum of 2-years experience in recruitment, training, and supervision.
- Demonstrated ability to cultivate and maintain positive relationships with internal and external customers.
- Ability to present in person and on the phone a professional demeanor by communicating in a tone that is upbeat, clear, direct, natural and under control.
- Strong organizational skills, ability to work under pressure, and be flexible.
- Computer literate.
- Bilingual a plus.

Email resume to:

jobs@hospicecarenetwork.org

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Woodbury, NY 11797

Fax to: 516/794-5591

Check out our website at www.hospicecarenetwork.org