

## HOSPICE YUKON SOCIETY

### Job Description

**Job Title:** Outreach Facilitator

Salary range: \$26.95-\$34.06/hr

**Reports To:** Executive Director, Hospice Yukon

### Job Purpose:

Reporting to the Executive Director, the **Outreach Facilitator** for Hospice Yukon is responsible for all educational outreach programs, educational content development and developing and co-ordinating educational opportunities for Yukon communities.

As an organization where staff and trained volunteers provide support to the dying, the bereaved, their loved ones and professional caregivers, our clients often represent a vulnerable part of our community. An essential heart-centered approach, including providing a secure safe space for clients, staff, board and volunteers is integral to the work that we do.

The ability to work in collaboration with others is a critical aspect of this job. This position is part of a close and effective team of staff and volunteers delivering Hospice Yukon programs and services to all Yukoners.

### Duties & Responsibilities

- Coordinate planning and delivery of education services to meet the needs of the communities, organizations and government departments
- Design, develop and deliver public and professional education workshops and presentations
- Actively seek out educational opportunities to promote Hospice's programs and services
- Identify opportunities to improve existing or develop new programs based on input and feedback from education workshops
- Develop scope of work, budgets and agreements and manage agreed upon budgets
- Provide networking, educational and mentoring opportunities to volunteers
- Act as an educational resource to the community
- Promote community awareness and networking of Hospice Yukon's programs and services
- Consult and liaise with all team members to integrate program content and delivery of objectives

- Keep apprised of Hospice Workshops across Canada to stay current on content, issues and opportunities
- Cross-training for other roles maybe required
- Other office duties as required.

### **Qualifications**

- Certificate, Diploma or Degree in Social Sciences or equivalent work or volunteer experience
- Proven experience in public speaking / presenting and engaging groups
- Experience instructing, developing and coordinating educational courses and programs
- Client experience in bereavement support and/or palliative care
- Excellent interpersonal skills
- Previous experience working with First Nations communities or other cultures would be an asset
- Experience in developing and negotiating contracts and managing budgets
- RCMP Vulnerable Sector Check
- Valid Yukon Driver's License

### **Skills and Abilities**

- Excellent interpersonal skills; the ability to communicate effectively with individuals and groups
- To facilitate adult learning to members of the public and professional colleagues
- Ability to work in stressful and emotionally charged conditions
- Able to develop and implement a self-care plan and set boundaries of involvement
- Ability to work both independently using initiative and self motivation, as well as participate fully in team settings
- Able to bring a mindfulness to working and communicating with people who are in a vulnerable state
- Manage sensitive and confidential information
- Computer proficient and demonstrated writing skills

**Working Conditions:** Evening or weekend work may be required on occasion. Travel required.

**Direct Reports:** This position has no direct reports.

Approved By:	
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Job #007  
Date: Aug 5, 2025

Date Approved:	
Last Reviewed:	