



POSITION DESCRIPTION

Position: Student – Program Development Assistant
Reports to: Social Worker and Programs Lead
Remuneration: Hourly

WHO WE ARE

Lionel Kelland Hospice is the first community based residential hospice in Newfoundland and Labrador providing end-of-life care to residents and their families with care, respect, and dignity.

Our values are the fundamental principles that guide the work of Lionel Kelland Hospice, and they apply not only to its residents and their families, but also to our staff, physicians, and volunteers. These are our values that we cherish the most in our workplace: compassion, integrity, excellence, commitment, and collaboration.

We strive to create a workplace where employees are treated with respect and compassion. By working together in a positive environment, we can ensure that the final chapter of a person's story is dignified and peaceful.

POSITION SUMMARY

Under the direction of our Social Worker and Programs Lead, and in collaboration with the other members of the Hospice team, including volunteers, the Program Development Assistant position emphasizes community engagement, respectful information gathering, and program development support to help ensure hospice services are responsive, culturally appropriate, and community informed.

The Program Development Assistant will assist in the planning and implementation of a community needs assessment related to grief, bereavement, and end-of-life care for indigenous residents residing in the Central Zone (as defined by the Newfoundland and Labrador Health Services). This will result in the development of recommendations to inform future hospice programs and supports.

DUTIES AND RESPONSIBILITIES

- Assist with the planning and implementation of a community needs assessment related to grief, bereavement, and end-of-life care.
- Support outreach and engagement with Qalipu First Nation and other indigenous community members using respectful, culturally safe approaches.
- Help gather information through surveys, interviews, focus groups, or community consultations (as appropriate).
- Organize, summarize, and document community feedback and identified service gaps.
- Assist with the development of recommendations to inform future hospice programs and supports.
- Support the preparation of reports, summaries, and presentations for internal and community use.
- Maintain confidentiality and follow ethical guidelines related to community-based and Indigenous-informed research.
- Work collaboratively with hospice staff and partners while building professional skills in community program development.
- Other duties as assigned.

Qualifications:

- Must identify as Indigenous. Priority will be given to registered members of the Qalipu First Nation living in the Exploits Ward.
- Must be between the ages of 15 and 29 years.
- Must be registered as a full-time student for the 2025-26 academic year and intend to return to full-time studies in September.
- Previous research experience and able to provide examples of the same.
- Previous program development experience would be considered an asset.
- Respectful, professional, and culturally sensitive communication skills, both verbally and written.
- Excellent organizational and workplace skills.
- Experience working or volunteering in a healthcare, hospice, community, or human services setting would be considered an asset.
- Ability to work both independently and collaboratively within a multidisciplinary team environment.
- Valid driver's licence with access to personal vehicle would be considered an asset.

Other Skills and Abilities:

- A strong sense of dedication to the mission, values, and goals of Lionel Kelland Hospice and be a dedicated staff team member.
- A strong interest in community development, health, wellness, or social services.
- Ability to handle difficult situations in a caring, empathetic manner with good judgement.

- Effective and respectful communication with staff and volunteers.
- Tact and discretion in dealing with and handling confidential information.
- Positive attitude and a willingness to "go the extra mile" when delivering quality service and building positive work environment.
- Demonstrated empathy, emotional intelligence, and self-awareness when working with individuals experiencing grief and complex emotions.
- Willingness to learn, reflect, and receive feedback in a supportive supervision setting.

Standards of Performance:

- The Program Development Assistant must demonstrate ongoing competency and a commitment to continuous quality improvement in completing all duties and responsibilities as detailed in this job description, in accordance with all Hospice policies and approved plans.