Position Title:	**Bereavement Coordinator**
Role Type:	**Fixed Term until 30 June 2021 (with a possibility of extension)**
Reports To:	**Statewide Programs Manager**
Position Located:	**Brisbane (Spring Hill)**

Background

Palliative Care Queensland (PCQ) is a state-wide charity supporting all Queenslanders to live, die and grieve well. We have been operating for over 30 years and have more than 300 members.

The organisation has a sector, advocacy and health professional focused arm with multiple programs including Palliative Care in Queensland and Connecting End of Life Care and key events including statewide palliative care education mornings and an annual Summit and Awards.

The social, community and consumer arm of PCQ is Queensland Compassionate Communities (QCC) and has programs including Ambulance Wish Queensland, Volunteer Village and Connecting QCC and key events including the Good Life Good Death expo.

Position Purpose

This position will coordinate PCQ grief and bereavement activities. This includes implementation of the Bereavement Project, which aims to provide supports to develop and enhance the capacity of individuals, organisations and communities to deal effectively with loss, and through the provision of advice to the Strategy and Policy Team on grief and bereavement issues in order to inform strategy, policy and to raise awareness of grief and bereavement.

Benefits

- Salary packaging benefits and Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility
- Brisbane office is located near public transport (near central station)

Main Tasks and Responsibilities

- Develop and coordinate the PCQ Bereavement Project, including but not limited to:
  - Establish and support a statewide bereavement network
  - Work with stakeholders to identify gaps and opportunities, map existing grief and bereavement services, supports and initiatives throughout Queensland
  - Draft frameworks, processes, procedures and forms to assist with standardising activities
  - Collate, monitor, record and report the issues, innovations and activities
  - Identify and/or create and disseminate best practice bereavement resources, tools and education materials for health professionals and community
  - Ensure project activities align with compliance and reporting requirements
  - Provide bereavement support to individuals and groups of people experiencing loss, ageing, dying and grief, by coordinating support groups (face to face and online) and provision of counselling, needs assessment and navigation
  - Lead the scoping, planning and provision of bereavement training activities for the PCQ Volunteer Village, health professionals and the Queensland community
- Work with the Strategy and Policy team to contribute to the development of submissions, positions, and recommendations to strengthen grief and bereavement capacity and transform palliative care systems and supports in Queensland, including but not limited to the priority focus areas of:
  - Disaster preparedness and emergency response initiatives
  - The Queensland government response to the Parliament Inquiry into age care, end-of-life and palliative care and voluntary assisted dying

- Coordinate and participate in relevant advisory and working groups, and represent PCQ at various external forums where appropriate (travel may be required)
- Apply sound project coordination principles to complex, multi-stakeholder activities
- Support efforts and provide additional advice to other projects as a PCQ team member in line with the positions award

Key Attributes

Essential

- Qualified social worker (AHPRA registered)
- A minimum of 3 years' experience in bereavement counselling with experience in both face-to-face and online counselling methods
- Experience in leading small groups and networks
- Strong understanding and knowledge of the not-for-profit and/or health sector
- Excellent written and verbal communication skills and attention to detail
- Demonstrated intermediate ability to use computer IT systems including Office365 and videoconferencing
- Highly developed ability to successfully communicate compassionately to a wide audience
- Experience in project coordination
- Excellent interpersonal skills with the ability to build strong relationships with key stakeholders
- Experience and understanding of the Queensland health and community systems.
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centred approaches to care
- Must be willing to obtain a National Police Clearance and Blue Card (If Successful)

Desirable

- Experience coordinating and training volunteers
- Experience working in a small team environment with a non-profit organisation

TERMS AND CONDITIONS OF EMPLOYMENT

- **Details:** The incumbent must have the right to work in Australia, and the ability to travel independently when required for the role
- **Requirement:** Appointment to this position is subject to the satisfactory completion of a National Police Check, and current Queensland Blue Card.
- PCQ values diversity. We encourage applications from Aboriginal and Torres Strait Islanders and people from Culturally and Linguistically Diverse populations.

EMPLOYEE ACKNOWLEDGEMENT

By signing below the Position Holder confirms: Receipt and understanding of the duties required; agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by, or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim workers' compensation on those conditions/impairments which subsequently recur or worsen. This signed document will be kept on the position holder's personnel file.

Print Name: **Signature:**   **Date:**