



Full time/Remote

Gilda's Toronto

Position Overview

Reporting to The Family Support and Outreach Manager, the Family Coordinator is someone who finds meaning in delivering therapeutic family cancer support and is responsible for the coordination and organization of Gilda's Toronto overall family programming and related day-to-day operations for adults, children and youth. The Family Coordinator is a Certified Child Life Specialist whose clinical skills, creativity and experience in oncology-related psychosocial support will bring an inclusive approach to program delivery and community collaboration. Working collaboratively throughout the organization, the Family Coordinator will participate in the ongoing efforts to increase awareness and implementation of a program consistent with and supportive of Gilda's Toronto mission, vision, and values.

Job Responsibilities

Family Program Coordination:

- Manage and conduct intakes, assessments, and New Member Meetings, for adult members who have children under the age of 18.
- Working with the Family Support and Outreach Manager, exercise discretion and sound judgement in conducting Support Planning Meetings for families; providing psychosocial care and supportive therapeutic interactions with Members who may be in crisis.
- In collaboration with the Family Support and Outreach Manager, ensure that the diverse, high-quality family programs offered is congruent with the established mission, philosophy, policies and guidelines.
- Create Customized Membership Care Plans and provide community resources, for parents/guardians, children & teens.
- Provide Careful Steps one-one programming, for parents/guardians over the phone/Zoom, including supporting families on how to talk to children and youth about cancer and grief/bereavement.
- In collaboration with the program team, support the development and scheduling of Gilda's Toronto family programming with volunteers and contract facilitators.

- Plan, coordinate and deliver special events for children, youth, and their families, including Gilda's Toronto yearly overnight Family Camp (three days, two-nights, located on Jacob's Island) and quarterly Family Events (occurs in the evenings).
- Facilitate seasonal child/youth/parent/guardian support groups (occurs both during the day and in the evenings.)
- Attend team clinical support group facilitation supervision meetings, which are held three times during the fall, winter, and spring support group sessions. (5:45-6:45 pm, on Zoom, timing subject to change.)
- Purchase activity supplies for children support group activities, assemble packages with a team of Volunteers and manage inventory of materials.
- Providing preceptor supervision for Child Life Specialist internship opportunities
- Other duties as assigned, negotiated, and agreed upon with, the Family Support and Outreach Manager.

Program Reporting, Evaluation & Administration:

- Maintain accurate details of program services, membership attendance, electronic member records and notes in the member database Member 365.
- Support accurate statistical and database records in accordance with Gilda's Toronto and Cancer Support Community policies.
- Implement and manage the cancer distress screening tool **CancerSupportSource® (CSS)**.
- Submit monthly and quarterly program reports and data internally.

Community Development:

- Play a supportive role in community development activities and fundraising events.
- Represent Gilda's Toronto through outreach and speaking engagements, sharing innovative, professional, evidence-based information.
- Build referrals by continuing to educate healthcare providers about Gilda's Toronto. • Provide information/support to key cancer centers across the GTA and the province.
- Participate in ongoing research opportunities within Gilda's Toronto and community partnerships.

Volunteer Engagement:

- In collaboration with the Gilda's Toronto Volunteer Coordinator, assist in the training of volunteers and support the role of volunteers within the Gilda's Toronto family program community.

- Build meaningful professional relationships, offering mentorship and supervision for volunteers pursuing higher education in the field of child life & as well as other Gilda's Toronto Volunteers.

Candidate Requirements:

- Professional designation as a Certified Child Life Specialist, and in good standing with the Association of Child Life Professionals.
- Minimum of 3-5 years experience working with children, youth and families, delivering clinical and family-centred care.
- Group facilitation experience required.
- Familiarity in working with adults and or children/teens in the area of oncology, as well as grief/loss would be most advantageous, with trauma-informed experience.
- Available for evening hours and in-person experiences.
- Personal vehicle available, to purchase and transport program-related supplies for events, and program needs.
- A knowledge of the local community and cancer support services is preferred.

Gilda's Toronto is an equal-opportunity employer. Gilda's Toronto is committed to delivering and improving accessibility in employment for all persons with disabilities.

Accommodation is available, upon request, in the application and interview process and in the course of all other methods of selection of employees. Successful candidates for employment will be introduced to and trained in respect of all of our human rights, accommodation, and accessibility policies.

Employment Type

- Permanent Full-time/Remote

Application deadline: January 30, 2025.

Salary: \$58,000 - \$63,000 commensurate with experience

Schedule:

- 8-hour shift, Mon-Friday, days and evenings required, flexibility needed based on programs and events offered by the organization.

How to apply

Please send your resume, cover letter via email with the subject line reading "Family Coordinator" in confidence to: info@gildasclubtoronto.org

Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Gilda's Toronto.