

## **Build your career at the hospital that's building for the future**

Humber River Hospital is committed to revolutionizing patient care for our diverse community. With the opening of our new facility, North America's first fully digital hospital, the future is very exciting for our people and programs. And we're looking for exceptional individuals to join our great team: people who share our passion to deliver excellent, patient-focused, expert care. The Hospital is formally affiliated with both the University of Toronto and Queen's University.

Right now we're looking for **(2) Part Time Volunteer Services Specialists** to work in our **Volunteer Services** team.

Vacancies

**Reporting Relationship:** Manager, Volunteer Services

**Hiring Salary Range:** \$32.205 - \$36.230

### **Responsibilities:**

The Specialist, Volunteer Services is responsible for overseeing the day to day service activities of volunteers. Reporting to the Manager, Volunteer Services, the Specialist will assist in the development, implementation and evaluation of an innovative, customer-focused volunteer program.

- Working closely with the manager to develop high quality volunteer programs for 2 sites
- Participating in recruitment and selection, orientation, placement, training, recognition and evaluation of volunteers
- Liaison with managers and designated staff to develop, evaluate and update volunteer service assignments and programs
- Connecting with volunteers in their service assignments to ensure high quality service to Hospital departments and rewarding experiences for volunteers
- Promoting volunteer programs to Hospital staff
- Monitoring of industry trends and developing leading edge volunteer service programs

### **Requirements:**

- Degree or Diploma in a related field required.
- Volunteer Management certificate required or a commitment to complete within a specified timeframe.
- Membership in Canadian Volunteer Association and Professional Association of Volunteer Leaders preferred.
- A minimum of 2 years experience working with volunteers - health care preferred
- Demonstrated excellent customer service skills
- Well developed verbal and written communication skills
- Presentation skills required, training experience an asset
- Superior organizational skills

- Able to work independently and as a member of a team
- Strong computer skills - Microsoft office, Vsys One, and web based recruitment

**Employee Group:** Non-Union

**Hours of work:** Evenings/Weekends

### **Why Humber? Why Now?**

Humber River Hospital is on an exciting transformation journey of redefining patient care as we leverage the most advanced technologies to enhance all aspects of delivering high-quality, safe care. We continue to build a people-centered workplace with excellent staff and physician engagement by hiring passionate, diverse and inclusive healthcare professionals. People who care and live our values of *Compassion, Professionalism* and *Respect*. People who are committed to making a positive difference.

We are a **Studer Group** hospital, focused on building our evidence-based leadership practice and hardwiring a culture that WOWs.

Why? Because at Humber River Hospital, we know it's our people and our ability to innovate that allows us to consistently deliver a great patient experience and the best quality outcomes. After all, we are the hospital that believes **exceptional care...healthier community**.

This description has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary. Employee may perform other related duties as required to meet the ongoing needs of the organization. Information contained in this job posting/description is subject to change.

Humber River Hospital is committed to inclusion and diversity. We believe that diversity drives our culture of innovation. By bringing together a variety of different perspectives, it fuels our creative thinking, generates new ideas and creates solutions designed to address tomorrow's healthcare challenges today. We take pride in providing professional development and career advancement opportunities for our employees including minorities, women, veterans and individuals with physical and developmental disabilities. We also provide accommodation to applicants and all of our employees - from hire to retire.

Let us know what we can do to help you be successful during your recruitment experience at Humber River Hospital.