



**Maison
McCulloch
Hospice**

1028, ch. South Bay Road
Sudbury, ON
P3E 6J7

t. (705) 674-9252
info@maisonsudburyhospice.org
www.maisonsudburyhospice.org



Maison McCulloch Hospice is a non-profit organization dedicated to providing quality hospice palliative care in both official languages in the Sudbury-Manitoulin Districts.

We are currently seeking to fill the following part-time (24 hours/week) bilingual position:

Navigator, Visiting Hospice Service

Reporting to the Clinical Lead, the Navigator is responsible for providing administrative support for the Visiting Hospice Service, a team of volunteers who support individuals and families who are facing a terminal illness, with a prognosis of one year or less. The Navigator will also act as back-up to, and will work collaboratively with, the Shared Care Team Navigators.

The ideal candidate will:

- Be fluent in both English and French (oral and written)
- Have a diploma in medical office administration or equivalent
- Have a minimum of 3 years' experience in an administrative function
- Be competent in Microsoft applications including Word, Excel and Outlook
- Have keyboarding skills of 40+ wpm
- Have excellent verbal and written communication skills
- Have strong organizational skills with attention to detail
- Have the ability to multi-task and to work well in a fast-paced environment
- Have the ability to work occasional weekends and fluctuating work rotations

A complete description of this position is available at www.maisonsudburyhospice.org.

Apply in confidence by forwarding your résumé and cover letter by Friday, August 18, 2017 at 12 noon to:

Lisa Demers, Director of Administrative Services
Maison McCulloch Hospice
1028 South Bay Road
Sudbury, ON P3E 6J7
lisa@maisonsudburyhospice.org

Maison McCulloch Hospice welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest however only those selected for an interview will be contacted.