



Kidney Care Coordinator

Kidney Foundation Northern Alberta & The Territories Branch

Location

Edmonton, AB

Position status

Full-time 35 hours per week

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation, Northern Alberta and The Territories Branch!

What do we offer?

- 3 weeks annual vacation
- 10 Health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

The Kidney Care Coordinator is responsible for assisting to organize the development, implementation, and evaluation of programs in the areas of Patient Services, Chronic Kidney Disease, and Information and Referral Services for the Northern Alberta & The Territories Branch. As an active team player, the Kidney Care Coordinator will perform other related duties consistent with Branch goals and policies. The position reports to the Kidney Care Manager.



What You Will Be Doing:

- Responsible for the distribution of Dialysis Transportation program, and Short-Term Financial Assistance programs.
- Assists to actively promote advocacy initiatives in support of policy development as it pertains to renal care delivery.
- Coordinates educational events, public displays and attends health related conferences to promote kidney health and organ/tissue donation awareness. Activities include World Kidney Day, Kidney Health Forum(s) and webinars.
- Assists in recruiting, training, and managing volunteers for kidney care services activities and events. Activities include Speaker's Bureau in schools and Peer Support Program.
- Helps to develop and deliver presentations on kidney health and organ and tissue donation to interested groups, schools, organizations etc. Ensures the delivery of key messaging in the program area within the constituency.
- Assists to actively promote advocacy initiatives in support of policy development as it pertains to renal care delivery. Activities include distribution of Dialysis Transportation program, and Short-Term Financial Assistance programs.
- Responds to patient inquiries, coordinates information and referral, and liaises with patients at dialysis units.
- Oversees Literature Distribution
- Attends Kidney Foundation National Program meetings as assigned.
- Completes other duties as assigned which include assisting with branch fundraising events.

Qualifications, Skills and Experience Needed:

Education:

- Post-secondary education in health promotion, education or other health related field.
- A minimum of 3 years of experience in the voluntary sector working with volunteers.
- Experience working in the charitable not-for-profit sector.

Skills:

- Exceptional interpersonal and communication skills.
- Working knowledge of Microsoft Office and social media platforms. Knowledge of Raisers Edge is an asset.
- Ability to work independently and as part of a team.



Physical Demands and Other:

- Must hold a valid driver's license and own a reliable vehicle.
- Some travel is required.
- Meets the physical demands of the position.

How to apply?

Email your cover letter and resume to: info.NABT@kidney.ca

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a suitable candidate has been found.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.