



## ***Position Posting***

### **~ Programs Coordinator- Eastern Ontario Area ~**

**Location:** Ottawa Chapter Office  
1790 Courtwood Cres.,  
Ottawa, ON K2C 2B5.

**The Organization:** The Kidney Foundation of Canada is the national volunteer organization committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for better treatments and a cure;
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status;
- Advocating for improved access to high quality healthcare;
- Increasing public awareness and commitment to advancing kidney health and organ donation.

For over 50 years, this vision has guided The Kidney Foundation to be a collaborative, inventive and focused leader in the development of programs, services, research opportunities and awareness campaigns that have had a positive impact on the millions of Canadians living with, or at risk of developing kidney disease.

**Job Summary:** Reporting to the Director, Programs and Public Policy, Ontario Branch, or designate will develop and coordinate the delivery of the Kidney Foundation of Canada, programs and services throughout central Ontario and work collaboratively with the Kidney Foundation teams.

**Position Status:** Full-time, One-year contact with the possibility of renewal

**Key Job  
Responsibilities:**

1. Peer Support
  - Responds to requests for Peer Support Program services including assessment, volunteer/caller match, volunteer/caller follow-up, complete follow-up data collection and refer to other resources as necessary
  - In collaboration with the programs team members, recruit, train and provide mentorship support volunteers throughout eastern Ontario
  - Collaborate and engage with programs team, chapters, volunteers, patients and family members, and other key stakeholder groups, to implement existing patient programs and services and seek new opportunities to grow support services and public awareness opportunities about kidney health and wellbeing
  - Act as a liaison providing information and support between The Foundation

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and other key stakeholders such as the nephrology programs, community stakeholders, Ontario Renal Network, volunteers and patients and family partners and advisor

- Under the direction of the Director of Programs and Public Policy, or designate, schedule, support and mentor program committees, such as patient services and program committee meetings
  - In partnership with the programs team and the Director of Programs and Public Policy, take a supportive leadership role in developing a strategic plan for patient services and public awareness strategies
2. Programs and Public Policy Services
    - Provide patient program staff support to Eastern Ontario Chapter as required
    - Engage, collaborate with and support renal hospitals, clinics and satellite programs and professionals in the development and provision of KFOC programs
    - As a member of the programs team, support branch and chapter needs as required
  3. Stakeholder Relations, Engagement and Community Outreach
    - Build on existing and identify new relationships with kidney health stakeholders, including health promotion, health care delivery, social and community services
    - Promote the Kidney Foundation of Canada as a kidney health resource to patients, caregivers and health care professionals
  4. Information and Referral Services
    - Respond to inquiries as a member of the programs team about kidney health issues
    - Link and refer patients and their family members to social workers, nurses and other professional services, as needed
  5. Administration and General Duties
    - Assist with program planning, development and ongoing program evaluation; provide operational assistance, as required
    - Coordinate and support the patient programs and services within the eastern Ontario area
    - Schedule and coordinate committee meetings, create agendas, minutes and coordinate action plans
    - Network with community partners to build collaborative engagements

### **Qualifications:**

- Qualification in a health-related discipline, e.g. social work, social services or equivalent
- Experience as an individual with knowledge and expertise on chronic illness,

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nephrology experiences an asset

- Experience in community development and stakeholder relations
- Demonstrated experience in volunteer outreach, engagement and supervision
- Strong leadership and people management skills
- Demonstrated strength in program development, implementation
- Demonstrated excellent telephone and customer service
- Flexibility in hours of work, including some weekends and evenings
- Must be able to attend the Mississauga Office for training and meetings as required
- Ability to work in a team, and a strong commitment to collaboration
- Must have knowledge ability to apply understanding of Microsoft Office, PowerPoint and Excel
- A valid Ontario driver's license
- Access to a car

### **General Competencies:**

- Excellent public speaking and presentation skills
- Commitment to collaborate and maintain communication with supervisor and team members located in other chapters/offices
- Familiarity with kidney disease and related illnesses
- Demonstrated skills in adult education
- Familiarity with current principles and standards of volunteer engagement, development and training
- Familiarity with principles of community development
- Commitment to the values of a volunteer-based charitable organization
- Ability to effectively manage confidential and/or sensitive information with complete discretion and professionalism
- Excellent organizational, planning and time management skills, including handling multiple, concurrent and diverse tasks

### **Apply to:**

Shannon Fogarasi Director of Programs and Public Policy via e-mail at [shannon.fogarasi@kidney.ca](mailto:shannon.fogarasi@kidney.ca)

***The Kidney Foundation of Canada 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 wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.*