

Term Child Life Coordinator - 0.6 FTE

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

The Position

The Child Life Coordinator is a term, 0.6 full time equivalent position reporting to the Director of Nursing and Outreach.

Position Overview

The Child Life Coordinator oversees specialized programs for children affected by cancer and ensures the development, implementation and evaluation of these programs. The goal of this position is to provide programs that are intentional, safe, fun, and educational for families affected by pediatric cancer. The Child Life Coordinator will be directly responsible for Cancer in the Classroom, Child Life at Home, Time to Remember and group programming.

This is a one-year term position from August 2022, or upon the return of the incumbent from maternity leave.

Key Areas of Responsibility

In accordance with approved Kids Cancer Care policies and procedures, the Child Life Coordinator will be responsible for the following areas:

General Duties

- Plan and develop safe programs for children and families affected by childhood cancer.
- Develop promotional materials and ensure that promotions are delivered to families and community stakeholders in a timely fashion.
- Represent Kids Cancer Care when speaking to children, families, donors, other stakeholders and the general public.
- Update database as required. Ensure that contact notes and family profiles are updated as required. Use Camp Brain to generate all reports and lists needed for programs.
- Coordinate and facilitate programs as outlined below.
- Establish and maintain working relationships with professionals at the children's hospitals, community agencies, organizations, and facility operators.
- Write requests and thank you cards to program donors.
- Maintain monthly reporting standards and compile annual statistics.
- Work with the director to establish annual operating budget for outreach events and programs.
- Attend recreation, child development, program management and other related courses and seminars as part of ongoing professional development.

- Liaise with Child Life Services at Alberta Childrens Hospital and the Radiation Program at Tom Baker Cancer Centre.

Child Life Programming

- Adhere to the Professional Standards of Practice and Code of Ethics established by the Association of Child Life Professionals.
- Provide one-to-one Child Life at Home sessions with medical play, age-appropriate coping skills, and therapeutic play.
- Plan and execute therapeutic recreation group programming that facilitates the normalization of a pediatric cancer diagnosis.
- Work in collaboration with camp team and manager of volunteers to train staff and volunteers on psychosocial support at camps.
- Plan and implement group programming such as kids' cooking classes that focus on socialization and using cooking as a way of coping.
- Implement child life competencies and strategies, wherever appropriate, into kid and family programs.
- Collaborate with Camp Kindle to offer child life services for children attending camp programs.
- Continue to develop the siblings support program.

Cancer in the Classroom

- Work in collaboration with Education Support Specialist and Director of Nursing and Outreach to lead Cancer in the Classroom presentations for children re-entering school after/during treatment.
- Lead the Monkey in my Chair program for children absent from school during treatment.
- Use child life competencies to create presentations that are age appropriate and tailored to the need and style of each patient's cancer journey.
- Collaborate with education professionals and teachers to ensure school transition is safely executed.
- Work directly with parents and child to create transition plan.

Education and Certifications

- Eligibility or certification as a Child Life Specialist through the Association of Child Life Professionals.
- Completion of a 480-hour Child Life internship.

Industry Knowledge

- Must have experience working with children with specialized health or learning needs.
- Must have experience working with and supporting parents in stressful circumstances.
- Must have experience working directly with children providing intentional therapeutic interventions.
- Excellent oral and written communication skills.
- Mature and well-organized individual who can lead various teams (kids, teens, adults).
- Demonstrated ability with computers and relevant software programs.
- Ability to work flexible hours, including evenings and weekends as required.
- Experience with program design and evaluation.
- Experience working with families of children affected by cancer, haematological disorders, or other life threatening illnesses/disorders.

Other Requirements

- Must provide a current Level II Criminal Records Check, which includes vulnerable sector.
- Valid driver's license and reliable car.

Compensation

A competitive salary and benefit package commensurate with experience.

Closing Date

July 22nd, 2022 or until the appropriate candidate is selected.

Working at Kids Cancer Care

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others.

We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all qualified applicants and encourage people of all visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.

Applications

Please send a cover letter and resume with **Term Child Life Coordinator** in the email subject line to:

khilton@kidscancercare.ab.ca

Kate Hilton
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Please note, we are grateful to everyone who applies, but only those candidates selected for an interview will be contacted.