



NEAR NORTH PALLIATIVE CARE NETWORK
2025 Main Street West, North Bay, Ontario, P1B 2X6
Phone: (705) 497-9239 1-800-287-9441
Fax: (705) 497-1039
E-mail: office@nnpcn.com
Website: www.nnpcn.com

Supported by: / Financé par :



Job title	<i>NNPCN Grants Officer</i>
Reports to	<i>Executive of the Board and Executive Director</i>

Job purpose

The Grants Officer will lead, supervise, monitor, implement, and take to successful completion, the Project “**NNPCN Grants,**” and will mainly be responsible for all administrative aspects, support and oversight of the Project.

The Grants Officer will also assist with networking with the Executive Director. The Office Team will support and assist the Grants Officer in the tasks related to the Project. The NNPCN Grants Officer reports to the Chair of the Board, the Executive Director, and/or designate.

Duties and responsibilitiesⁱ

Chair of the Board and Executive Director Support

- Briefs and updates the Executive of the Board and/or Executive Director of relevant actions taken or that need to be taken to completion of a Grants Project, including requirements and issues related to the Project.
- In common with the Executive of the Board and/or Executive Director, assesses relevant information, analyzes and decides on the proper course of action that needs to be taken in any new issues, needs, changes, actions and activities related to a Grants Project, as they happen.
- Is aware and familiar with the directions set to the organization by the Board and the Executive Director.
- Consults with the Executive of the Board and Executive Director in any issues or decision making related to the Grants Project that can affect the current directions of the organization.

General Duties and Responsibilities

- Ensures that due diligence, proper procedure, professional code of conduct and respect to chain of command are complied with and reinforced in all relations with governance, staff, clients, volunteers, donors, suppliers, health care partners, and any other stakeholders of NNPCN.
- Is aware of, understands and adheres to NNPCN By-Laws, Policies and Procedures, and the directions set to the organization by the NNPCN Board and Executive Director.

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1995 April 01

Charitable Organization. B.N. : 892020884RR0001. Registration Date :

NNPCN Grants Officer Job Description - 2/26/2018



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- Keeps the development of the Grants Project in good pace towards successful completion in the deadline of each Project Phase.
- Downloads the drafts of all documents and forms requested by prospective Grantors to the Grants Folder in OneDrive, for revision of the Executive of the Board, Executive Director, and/or designated Board Directors, Staff or Volunteers as required.
- Requests final revision and approval by motion by the Board of Directors when required.
- Reminds the Grants Support Team of due dates of each Step of the Grants Project with comfortable time for the Team to complete the tasks.
- Signs administrative forms as requested and allowed by prospective Grantors, such as Application, Final Reports or Renewal Forms. In case a signing authority is mandatory, brings the document to the Executive Director for signature.
- Timely notifies the Executive of the Board and Executive Director of incoming expenses and fees related to the Grants Project, so that the Executive Director may issue Board approved payments in their due dates.
- Advises and calls the attention of the Grants Support Team about any issues, requests, needs, actions and tasks that need to be addressed for the successful completion of the Grants Project.

Qualifications

- Solid knowledge of NNPCN Services and Projects.
- Background in Volunteering with NNPCN.
- A Bachelor's degree in a relevant field or equivalent combination of education and relevant experience is an asset.
- 2-5 years' experience working with negotiations, appraisals and reports submissions to all levels of the government and organizations.
- Outstanding interpersonal skills.
- Excellent organizational, analytical, research and communication skills.
- Strong conflict resolution skills.
- Proficient with Microsoft Office & database management (experience with Remote Work in Office Platforms such as OneDrive is essential).
- Able to work independently effectively and, also, effectively collaborate in a team setting.
- Must have own transportation (or ability to travel independently) as travel might be required.
- Strong time management skills when working independently or in team. The Grants Officer works flex time, mostly remote from home and is independent to determine own weekly work schedule.
- When working in face-to-face meetings or present at Board Meetings at the Head Office, these hours count as Volunteer/work hours.

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- Mileage will be reimbursed.
- Available to work out of the North Bay office.
- Creative energy and initiative.
- French considered an asset.

Working conditions

- The NNPCN is a safe, equal-opportunity, harassment-free work environment, which offers staff and volunteers ongoing support and encourages ongoing self-care.
- NNPCN works with best practices of investing in the well-being of staff and volunteers.
- Hospice Staff and Volunteers are routinely exposed to end of life, traumatic experiences by witnessing death of their client, and to traumatic narratives from caregivers and bereaved clients.
- NNPCN trains and educates staff and volunteers to be mindful of their own limits and well-being, and to their responsibility of protecting themselves from shock, trauma, vicarious trauma, compassion burnout, and disorders such as PTSD.
- Staff and Volunteers at NNPCN are encouraged to fill the PROQOL (compassion burn-out self-scoring scale) frequently, and to warn the Executive Director, Volunteer Coordinator or designate immediately after they witness a shocking situation, listen to a shocking narrative, or feel unsettled by a situation.
- Staff and Volunteers at NNPCN have the right to accept or not to accept a client. Staff and Volunteers at NNPCN have the right to conscientious objection. Staff and Volunteers have the right to ask the office to find another volunteer to help a client, and to step back from a case, when they feel that serving that client is compromising their own well-being.
- Staff and Volunteers at NNPCN have the right to remain with a client, providing administrative palliative care, and/or bereavement services to the last moment of their natural lives or the day before hastened death, provided that palliative care and comfort measures are required by the client, and the Staff and/or Volunteer expresses being ready and willing to follow the case and/or remain with their client.
- Staff and Volunteers have the right to opt out from a client in case a client, caregiver, or client's family member requests Staff or Volunteer to: conduct any legal, commercial, or personal transactions; sign documents; lend or borrow money on behalf of the client; become a Beneficiary, POA, or Executor of the client's last will and testament; accompany the client to any medical, MAiD, surgical, and/or other palliative care procedures; drive the client in the Staff or Volunteer's car; adopt a client's child; marry a client In Extremis; be a witness at court/police procedures; or any other unforeseen supports beyond the scope of Roles and Responsibilities of an NNPCN Staff or Visiting Hospice Volunteer.

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- In case the Staff or Volunteer decides to help an NNPCN client or caregiver as a private citizen and friend, on their own free choice and will, they will step back from handling the case as NNPCN Staff or Volunteer.
- Staff and Volunteers who step back from a case are requested to give notice well in advance to the Executive Director and the Office, so that the Office has operational time to pair up the client with another volunteer and/or close the client's file when applicable.
- NNPCN will take all measures possible to protect and enhance the psychosocial well-being of their Staff and Volunteers, by providing training and education for self-care, free access to NNPCN Adult Day Program activities, Volunteer Investment sessions, grief sessions, protective, safe and fair policies and procedures, and more.
- NNPCN will make all efforts to ensure that the client's dwelling is safe and free from hazards, prior to the volunteer attending.
- NNPCN coverage is 7 days a week, 24 hours a day, when possible. Flexible hours of availability are greatly appreciated.

Compensation

- Travel reimbursement at .42 cents per KM

Approved by:	<i>NNPCN Board and Executive Director</i>
Date approved:	<i>February 14, 2017</i>
Next Review Date:	<i>February 26, 2018</i>
Reviewed:	<i>NNPCN Board and Executive Director</i>

ⁱ All duties and responsibilities are subject to change, provided that they fall within the Mission and Values of the NNPCN and HPCO standards.

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