



# **THE KIDNEY FOUNDATION OF CANADA**

## **Northern Alberta and The Territories Branch**

### **~ Kidney Care Coordinator ~**

**Location:** Northern Alberta and The Territories Branch

**Job Summary:** Reporting to the Executive Director, the **Kidney Care Coordinator** organizes the development, implementation, management and evaluation of programs in the areas of Patient Services, Organ Donation, Chronic Kidney Disease, Advisory, Information and Referral Services.

#### **MAJOR ACCOUNTABILITIES:**

- Assists in the development of a comprehensive business plan/budget for programs and services in support of the Branch's overall strategic plan.
- Coordinates educational events, public displays and attends health related conferences to promote kidney health and organ/tissue donation awareness. Activities include World Kidney Day, Alberta Kidney Days, Health Partners and Patient Forums.
- Recruits, trains and manages volunteers for kidney care services activities and events. Activities include Speaker's Bureau, Peer Support Program and Kidney One-on-One Program.
- Develops and delivers presentations on kidney health and organ and tissue donation to interested groups. Ensures the delivery of key messaging in the program area within the constituency.
- Manages all aspects of Kidney Kamp for Kids including securing nurses, transportation, liaising with hospital and Easter Seals camp; coordinating all logistical information, forms, and materials for camp.
- Acts as a Foundation spokesperson and participates in media interviews for program areas as required.
- Actively promotes advocacy initiatives in support of policy development as it pertains to renal care delivery. Activities include distribution of LODERP funds, the bursary funds, and short-term financial assistance funding.
- Responds to patient inquiries, coordinates information and referral, and liaises with patients at dialysis units.
- Oversees literature distribution.
- Completes other duties as assigned, which include assisting with branch fundraising events.



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**Position Status:** Regular (35 hours per week); including some evening and weekend work.  
Note that this is a 18 month maternity leave replacement.

**Required Skills:**

- Post-secondary education in health promotion, education or other health related field.
- A minimum of 3 years of experience in the voluntary sector
- Experience working with and supervising volunteers.
- Exceptional interpersonal and communication skills
- Working knowledge of Microsoft Office
- Ability to work independently and as part of a team
- Must hold a valid driver's license, have access to a reliable vehicle and hold a clear security clearance (this will be verified prior to engagement)

**Apply to:** The Kidney Foundation of Canada  
Northern Alberta and The Territories Branch  
202, 11227 Jasper Avenue NW  
Edmonton, AB T5K 0L5  
Fax: 780-451-7592  
E-mail: [info@kidney.ab.ca](mailto:info@kidney.ab.ca)

**Application  
Deadline:** **August 10 , 2018**

***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.*