

COMMUNITY CARE COORDINATOR

Opportunity	Community Care Coordinator – Victoria
Compensation	\$26,640 – \$39,000 annually (contractor, + GST)
Hours	Approximately 15–21 hours per week (irregular schedule including occasional evenings and weekends)
Contract Term	Independent contractor agreement through December 31, 2026
Start Date	[TBD]
Supervisor	Executive Director
Location	Hybrid; in-person commitment in Victoria, BC (specific location confidential and provided upon hire)
Deadline	Applications accepted on a rolling basis until position is filled

About MAiDHouse

MAiDHouse is a project of Assisted-Dying Resource Centres Canada (ARCC), a Canadian national not-for-profit corporation and registered charity. Our mission is to provide a comfortable and compassionate end-of-life experience to persons eligible to receive medical assistance in dying (MAiD), where home — for a variety of reasons — is not an option. MAiDHouse Victoria is the first dedicated MAiD care site of its kind in British Columbia.

The Opportunity

This is a rare and meaningful role. The Community Care Coordinator is the heart of MAiDHouse Victoria's day-to-day operations — coordinating compassionate end-of-life experiences for individuals eligible for MAiD, supporting their families and loved ones, and building the community relationships that make our model of care possible.

This is a service coordination and relationship management position, not a clinical role. You will work closely with MAiD providers, individuals and families, volunteers, and community partners to ensure every provision is handled with dignity, care, and meticulous attention. You will be the calm, grounded presence that makes a profound difference in people's final days.

What Makes This Opportunity Different

This role asks something of you that most jobs do not. You will need to bring:

- **Emotional maturity and groundedness** – supporting people through deeply significant moments
- **Flexibility and adaptability** – responding to the unpredictable nature of end-of-life care
- **Strong boundaries and self-awareness** – knowing where you end and others begin
- **Community-building skills** – nurturing relationships with providers, volunteers, and stakeholders
- **Attention to detail** – maintaining meticulous documentation and following established systems
- **Calm presence** – managing emotionally heightened situations with grace and professionalism

If you find meaning in supporting people during profound life moments and thrive in a role that blends structure with flexibility, this may be the position you've been looking for.

What We're Looking For

Personal Qualities

Above all, we are looking for someone with high emotional intelligence, a calm and grounded presence, strong professional boundaries, and the humility to keep others' needs at the centre of this work. Integrity, collaborative spirit, and a genuine commitment to dignified end-of-life care are essential.

Skills & Experience

- Experience in program coordination, healthcare, social services, or community work
- Comfort with aging, illness, dying, and death — personal or professional
- Strong organizational skills and meticulous attention to detail
- Excellent written and verbal communication
- Ability to work independently with minimal supervision
- Proficiency with Microsoft 365 and cloud-based tools

Qualifications

Education in social services, health, management, or a related field — or an equivalent combination of training, skills, and experience. Previous end-of-life or palliative care experience is an asset. A valid Enhanced Police Information Check (E-PIC) and/or Vulnerable Sector Check (VSC) is required prior to independent facilitation.

Practical Requirements

- Reliable transportation (site location is confidential and provided upon hire)
- Comfort with an irregular schedule including occasional evenings and weekends
- Physical ability to lift up to 25 lbs and assist with setup and breakdown of the space

Compensation & Terms

This is an independent contractor position through December 31, 2026. Base compensation is \$26,640 per year (+ GST), covering core deliverables. Additional compensation tiers and approved special activities are compensated at \$37.00/hour + GST, with total annual compensation up to \$39,000 + GST. As an independent contractor, you are responsible for your own taxes and benefits.

How to Apply

If you are committed to supporting compassionate, dignified end-of-life experiences and believe you have the emotional maturity, organizational skills, and relationship-building abilities this role requires, we want to hear from you.

A full position description — including complete responsibilities, deliverables, and contract terms — is available upon request.

Please submit:

1. **Cover letter** addressing:
 - Your passion for and/or experience with end-of-life care, particularly MAiD
 - Why you're drawn to this specific role (coordination and relationship management, not leadership)
 - How you maintain boundaries and self-awareness in emotionally intense work
 - An example of a time you managed conflict or had a difficult conversation professionally
2. **Resume** highlighting relevant experience

Email your application to Tamara MacIntyre at info@maidhouse.ca with the subject line: Community Care Coordinator – Victoria

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact tamara@maidhouse.ca in confidence.

Our Commitment to Diversity & Inclusion

MAiDHouse is committed to ensuring the value of diversity is upheld in everything we do for our clients, visitors, health care practitioners, employees, volunteers, and the broader community. MAiDHouse welcomes and supports all people, regardless of ability, age, gender, race, gender identity, sexual orientation, or beliefs. MAiDHouse promotes the principles of and adheres to the tenets of British Columbia's Human Rights Code and is an equal opportunity employer.

We thank all applicants for their interest.

Only candidates selected for interviews will be contacted.

A community where everyone eligible has equal access to a place for MAiD.

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