



Career Opportunity – Supportive Care Manager

ARCH Hospice is seeking a Supportive Care Manager

Posted:	December 3, 2025
Position Title:	Supportive Care Manager (On-Call Availability)
Shifts:	8-hour shifts (Monday to Friday)
Department:	Leadership Team
Status:	Permanent Full-time (non-union)
Reports to:	Executive Director
Application Deadline:	December 15, 2025
Application submissions:	Electronically to premoj@archhospice.ca or directly to Julie Premo.

General Accountability

ARCH Hospice is seeking a skilled and compassionate Supportive Care Manager to lead our supportive care program. This leadership role combines program oversight with frontline emotional support and brief counseling for individuals who are reaching end of life and their families. The position also involves community engagement, education, and collaboration to strengthen palliative care services across the Algoma District

Duties and Responsibilities

1. Provide supportive care services to hospice residents, clients, and families.
2. Deliver grief and bereavement support, including anticipatory grief and post-death follow-up for individuals and groups.
3. Lead memorial services and grief groups, including volunteer- and student-led sessions.
4. Complete new-resident bio-psycho-social-spiritual assessments and maintain accurate, timely documentation.
5. Participate in inter-professional rounds and communicate residents' spiritual and supportive care needs.
6. Work collaboratively as part of an interdisciplinary team to address resident and family needs and make referrals to other disciplines when appropriate based on assessment findings.



7. Coordinate and supervise volunteers and students supporting the Supportive Care Program.
8. Develop tools, training, and strategies to assist providers with end-of-life conversations.
9. Provide legacy-building services and guidance for residents and families.
10. Develop family resources on the dying process, provide education on palliative and supportive care to professionals and community members, and actively participate in community outreach and stakeholder engagement.
11. Maintain and update a directory of palliative care resources and community supports in Algoma District.
12. Provide support for individuals planning for hospice admission and advocate for additional resources when appropriate.
13. Explore caregiver respite options and provide associated support.
14. Identify gaps in palliative care and recommend evidence-informed improvements and best practices.
15. Maintain professional relationships and up-to-date contacts with clergy, cultural/spiritual leaders, counselors, funeral homes, and community agencies

Qualifications & Skills

The successful candidate will possess:

1. A bachelor's degree in a recognized health social service field (such as social work, psychology, gerontology or psychotherapy) is required. A Master of Social Work (MSW) is preferred
2. Registration with OCSWSSW or College of Registered Psychotherapists of Ontario (CRPO) in good standing is required
3. Training and/or experience in Grief & Bereavement.
4. An understanding of Hospice Palliative Care.
5. Knowledge and understanding of inter-professional care processes.
6. Ability to adapt within a highly dynamic environment, and effective self-care for personal and professional resilience.
7. Commitment and belief in ARCH Hospice values.
8. Demonstrated strength in interpersonal, communication, and leadership skills, with proven ability in team building, case management, and conflict resolution
9. Commitment to life-long learning by participating in ongoing education, self-reflective practice and maintaining an expert knowledge level.
10. Demonstrated knowledge of, and sensitivity to, diverse cultural beliefs and practices related to health and end-of-life care.
11. Computer literacy in a Microsoft environment.
12. Valid, current driver's license with reliable transportation.
13. Successful Police Check.



To Apply: Please submit a cover letter and resume to premoj@archhospice.ca by December 15, 2025 at 5PM. In your cover letter, please include the difference you wish to make in our palliative community and why you would be a good fit for this position. Please include "Supportive Care Manager" in the subject line.

ARCH is an equal opportunity employer able to provide accommodations for diverse needs throughout the recruitment process. ARCH aims to have a workforce that represents the communities it serves.