



**Emily's House Children's Hospice
(project of the Philip Aziz Centre/extension of community children's hospice program)**

Emily's House is dedicated to caring for children with life limiting illness experiencing complex medical care needs, while supporting their families. With around-the-clock nursing and medical support, EH offers specialized programs, comfort and respite to help enrich a child's life through all stages of their illness. Programs include respite/advanced respite, transitional care/symptom management, spiritual/bereavement, perinatal & end-of-life care.

Volunteer Position:	Volunteer Grocery Shopper	Date:	July 2013-Present Document last updated May 2021
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Job Description:

Volunteers who work at Emily's House in the role of Grocery Shopper help provide clients and their families, or EH staff, with grocery/food needs by driving to grocery store(s) and shopping for pre-determined items (grocery list provided) and returning to EH with the items. Volunteers will be provided with the monetary amount to do the shopping and are NEVER required to use their own money. Grocery shoppers are never allowed to be under the influence of alcohol or illegal drugs while driving to grocery shop for EH.

Responsibilities:

- Communicate with EH clinical staff (PSW's and/or Volunteer Department will provide grocery list)
- Drive responsibly to EH for monetary pick-up, to grocery store, and return to EH with all groceries.
- Take a taxi (taxi chit provided by EH), if necessary, to complete the grocery shop if you have no car
- Follow the grocery list and shop for the items
- Select the best quality items and preferably sale items that are not expired and in good eating condition
- Be responsible for submitting all receipts and payment method cards/items

Job Location:	1. Pick-Up/Drop off: Emily's House, 45 Jack Layton Way, Toronto, ON M4M 0B7 2. Grocery Store (various locations close to EH)	Volunteer Onboarding Complete; Confidentiality, Service Agreement, and all Consents and Documentation:	Yes
Hospice Training Required:	No	Police Check Required:	Yes
Volunteer Position Status & Length:	Part-time - Shifts are once a week or bi-weekly or once a month. Flexible shift options.	Driver's License, Registration and Insurance Required:	Yes. All credentials must be current and not expired.
Familiar with <i>relevant</i> Policy and Procedures from Manual:	Yes		

Skills:

Qualifications:

- Have a valid driver's license, registered vehicle and insurance
- Comfortable taking a taxi if you have no car
- To be non-judgmental
- Ability to make decisions in crisis situations
- Ability to perform duties and work alongside/take direction from staff & other volunteers
- Ability to work well independently or as part of a cooking team
- Ability to take direction and accept supervision
- Respect diversity and accept individual beliefs and reactions to death and dying
- Project a warm, caring and empathetic attitude
- Can serve according to PAC's Mission, Vision and Value Statement
- Prior experience or like/love of cooking an asset