

**BC Epilepsy Society**  
**Job Description**  
**Epilepsy Program Coordinator (PT)**

**Purpose:**

Supports the mission of BC Epilepsy Society (BCES) by coordinating all aspects of epilepsy client services and programs, including information and referral, one-on-one consultations, individual advocacy, support groups, newsletters, programs, Purple Day for Epilepsy, projects, and program evaluation. The Epilepsy Program Coordinator works in conjunction with the Support Services Coordinator and Executive Director on epilepsy conferences, educational materials and other educational activities.

**Position Responsibilities:**

**Client Services (40%):**

- Attend the Neurology Clinics:
  - BC Children's Hospital (BCCH) up to three days a week based on patient appointments with neurologists (Monday, Tuesday, and/or Thursday).
  - Vancouver General Hospital (VGH) one day (Wednesday)
  - Surrey Memorial Hospital one day (Tuesday)
- Provide information regarding BCES services and other resources in the community.
- Follow up during office days at Society on information requests made by families at the Neurology Clinic.
- Provide information and support around all aspects of living with epilepsy, including: office visits, telephone consultations and queries by email with individuals and families advocating on behalf of clients, as appropriate, in their community setting.
- Manage resources at BC Children's Hospital Neurology Clinic, VGH Neurology Clinic and Surrey Memorial Neurology Clinic.
- Write, edit and update information sheet content as required. Ensure regular updates.
- Consult with Professional Advisory Committee requesting expertise on epilepsy related issues
- Evaluate annual scholarship applications; usually in July.

**Program Coordination (25%):**

- Organize, promote, and facilitate Partners in Teaching workshops for teachers, students, childcare providers, community support workers, employers, and other audiences. Car required. [Support Services Coordinator also facilitates workshops] [Goal: recruit and train volunteers to facilitate workshops].

- Develop, organize and facilitate delivery of support/education programs for children and youth, including the Epilepsy Friends Forever groups.
- Maintain confidential records in database of families consulted with at Neurology Clinics, Partners in Teaching contacts and attendees, donors, funders and other records as needed.
- Develop new programming and adjust current programming based on client surveys, feedback questionnaires, and adjust programming accordingly.
- Consult with the Professional Advisory Committee as required to review epilepsy programming, epilepsy issues, and newsletter content.
- Liaison with support groups across the province and assist with establishing new support groups as facilitators are identified.
- Epilepsy Education Day, in collaboration with Executive Director, organize, recruit presenters, take registration, conduct evaluation.
- Liaison with community groups as required.

#### **Communications (25%):**

- Prepare and circulate monthly e-newsletters using ChimpMail.
- Write, edit, update and format information sheets and other documents for print and online use.
- Write, edit, update and format website content, and manage analytics from site.
- Compile and analyze statistics on e-newsletter and website usage.
- Research, write, and coordinate content for online news bulletins, Blog, Twitter, Instagram and Pinterest.
- Make presentations and display resources at conferences and trade shows as required.
- Represent the Society on applicable committees, panels, and at events as required.

#### **Community Relations (10%):**

- Support the publicity of epilepsy & agency services.
- Develop and maintain collaborative partnerships with local agencies and organizations to promote epilepsy awareness, and collaborate in the areas of program development, advocacy, and education.
- Participate in Canadian Epilepsy Alliance, liaise with colleagues across the country for program development, communications, education and resource sharing.
- Attend epilepsy conferences and continuing education events to update knowledge, as appropriate.
- Recruit and supervise volunteers in projects that enhance client services and support staff time management.

## **Work Contacts:**

### **Internal**

Executive Director  
Support Services Coordinator  
Development Coordinator  
Board Members  
Professional Advisory Committee

### **External**

Government agencies  
Elementary and Secondary Schools  
Nonprofits  
Health Professionals  
College and University

## **Decisions and Recommendations:**

The Epilepsy Program Coordinator is responsible for decisions and recommendations related to the delivery of client services, program coordination, communications and community relations. The Epilepsy Program Coordinator works under the direction of the Executive Director and with the Support Services Coordinator to determine such things as client needs, overarching themes, specific topics, currency of information, experts and resources, etc.

## **Equipment Used:**

Must be able to use Microsoft applications (Word, Excel, Powerpoint), email, website applications, database (CRM – Salesforce ideal), in addition to equipment necessary for presentations such as an LCD projector, TV/VCR, etc.

Position is part-time, 21 – 26 hours per week. The rate of pay \$22.00 per hour with 4% in lieu of benefits.

## **How to Apply:**

To apply for this position, please email your cover letter and resume to [info@bcepilepsy.com](mailto:info@bcepilepsy.com) no later than January 18<sup>th</sup>, 2019. No phone calls please.