

Hospice Care of Southwest Michigan employment website snapshot (accessed 6/30/2014); to access links go to:  
<http://www.hospiceswmi.org/employment.php>,

# Employment

## **[Click here to view Employee Benefits](#)**

Apply for an open position by downloading and filling out one of the application files below and sending it along with your resume and cover letter to:

### **Human Resources**

222 North Kalamazoo Mall  
Suite 100

Kalamazoo, MI 49007

Phone: 269-345-0273

Fax: 269-345-8522

[hresources@hospiceswmi.org](mailto:hresources@hospiceswmi.org)

*To ensure your information can be viewed by our Human Resources department, please send resumes and cover letters in a Microsoft Word or a PDF document only.*

[Application \(PDF Version\)](#)

[Application \(MS Word Version\)](#)

## ***Employment Opportunities***

Hospice Care of Southwest Michigan is recognized for its model of excellence in providing care and services for clients and families facing serious illnesses. Our agency provides employees with the opportunity to have a positive impact on our clients and their families during one of the most important times in their lives. We are an equal opportunity employer.

### **Volunteer Coordinator- Full Time (80 hrs/pay period)**

#### ***Oakland Centre***

The Volunteer Coordinator is responsible for implementing the volunteer program as planned, including: interviewing, orientation, training, retention and coordination of volunteers for the home program and Rose Arbor hospice residence client care needs as well as volunteer non-client assignments at Rose Arbor hospice residence and Oakland Centre Adult Day Services. Represents volunteers at clinical interdisciplinary team meetings. Occasional evening and weekend hours are required as well as travel between sites in Kalamazoo and Van Buren counties.

Bachelor's degree or equivalent work experience in a health care or non-profit setting. Previous volunteer experience preferred. Must have the ability to successfully coordinate quality volunteer services.