

Oncology Child and Family Specialist

Department: Programs
Supervised by: Support Programs Manager
Supervises: Child Life Interns and department volunteers
Status: Full-time, Salaried, exempt

Summary of Position:

The Oncology Child and Family Specialist is involved in all aspects of facilitation of support groups and bereavement groups, intake, individual and family counseling, outreach, consultation, and special events. The Specialist will develop therapeutic interventions for children and families affected by cancer. This position will participate in community presentations to professionals and participants to educate about the psychosocial effects of cancer within the family system. With the Support Programs Manager, the Specialist is expected to contribute ideas and feedback regarding program development and evaluation.

RESPONSIBILITIES (100% program responsibilities)

Direct Work with Participants (approximately 75% of time)

Groups and event based programming 45%

- Facilitate support and bereavement groups for children, teens, and adults who are affected by cancer.
- Develop expressive therapeutic activities for use in children groups.
- Coordinate logistic aspects of groups including setting the day of week and time of day based on participant needs and collaborate with program staff and team about corresponding parent group.
- Conduct individual participant consults, as part of the Participant Engagement Process, for the purpose of identifying suitable programs to attend at Wellness House and/or provide support for cancer-related transitions.
- Work with Support Program team to develop program policies and procedures including the purpose of group, eligibility criteria, and method for participant goal setting and program evaluation.
- Plan and deliver psycho-education workshops and classes for participants relevant to area of expertise and based upon participant need.
- Record all direct and indirect service efforts into program database in a timely basis.
- Plan and facilitate Kids Kamp, including coordinating the scheduling, planning activities and securing resources for activities, and recruiting children for participation.
- Plan and implement other social events within Support Programs such as Spooky Spectacular, the Christmas Party and the Valentine's Party.
- Plan and implement Family Wellness Activities and other programming for the Support Programs.

Individual (30%)

- Conduct participant assessments.
- Conduct short-term therapeutic play activities with children and families in crisis, or families who are in need of additional support for cancer related transitions.
- Conduct individual expressive play with toddlers and preschoolers.
- Identify outside referral source when needed and make appropriate referral.
- Record all direct and indirect service efforts into program database in a timely basis.

Community Outreach and Program Support (15%)

- With Support Programs Manager, identify strategic community partners and cultivate productive and collaborative relationships. Participate in activities that will result in greater awareness of Wellness House and its programs such as preparing and delivering presentations to community professionals.
- Work with program staff and team to develop group policies and procedures including the purpose of group, eligibility criteria, and method for participant goal setting and program evaluation.
- Respond to individual requests for information from individuals and organizations.
- Participate in program reporting activities, under the direction of the supervisor.

Other (10%)

- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform general tasks and other duties as assigned

Attendance at Meetings Required

- All Staff meetings (monthly)
- Department team meetings (monthly or as needed)
- Group Supervision (weekly)

Attendance at Events Required

- Annual Walk (a work assignment will be given)
- Holiday Party (a work assignment will be given)
- Hot Topics in Breast Cancer (a work assignment will be given)
- 3 additional program events a year- as requested by your supervisor. These work assignments may be outside of your normal work schedule. You will work with your supervisor to cover all the details.

Performance Measures:

To be filled in each year during annual evaluation, by employee and supervisor

Position Qualifications:

- Education: Master's degree in social work, psychology, child development, child life or related degree. Must be licensed or certified in professional field.
- Job Experience: 3-5 years' professional experience in community health-related work.
- Special Knowledge & Skills: Experience facilitating support groups required; knowledge and aptitude working with Microsoft Office.
- Demonstrated Competencies: Solid organization and planning skills; ability to communicate effectively both verbally and written; ability to collaborate with peers and provide constructive feedback to others; results orientation; ability to handle multiple priorities; innovative thinker; initiative; highly ethical; ability to work within a team and motivate others; commitment to the mission of Wellness House.

Wellness House is an EOE.