

## Part Time Oncology Support Counselor

Department: Programs  
Supervised by: Support and Family Programs Manager  
Supervises: Interns  
Status: Part-time, non-exempt

### **Summary Job Description:**

The Oncology Support Counselor provides direct psychosocial support to parents, individuals and families living with cancer. The Oncology Support Counselor is responsible for facilitating classes, support groups, providing individual consultation and counseling for individuals diagnosed with cancer and caregivers at Wellness House. With the Support and Family Programs Manager, this role is responsible for planning and coordinating programs and maintaining productive professional relationships with hospital, medical and community partners. The Oncology Support Counselor is expected to contribute ideas and feedback regarding program development and evaluation.

### **RESPONSIBILITIES: (100% Program Responsibilities)**

#### **Direct Work with Participants** (Approximately 70% of the time)

- Serve as group facilitator for support, networking, and bereavement groups for individuals affected by cancer diagnosis parents, families and couples. This includes planning and preparation for groups as well as appropriate follow up with participants.
- Plan and deliver psycho-educational workshops and classes for participants relevant to area of expertise and based on participant needs, at Wellness House and at off-site locations as requested.
- Coordinate and supervise educational events as needed.
- 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.
- Assist new participants in identifying goals for participation in Wellness House and follow up with participants at appropriate intervals to monitor progress and provide resources and assistance as needed.
- Provide short terms individual counseling as needed.
- Identify outside referral source when needed and make appropriate referrals.
- Record all direct and indirect service efforts into database system in a timely basis.

#### **Program Support and Outreach** (20%)

- With Program 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.

- Work with program team to develop group policies and procedures including the purpose of group, eligibility criteria, and method for participant goal setting and program evaluation.
- Communicate insights gained from the healthcare community to program development process at Wellness House. Identify opportunities for new and innovative programming.
- Participate in the formal and informal evaluation of programs.
- Orientate and provide formal supervision and mentoring to interns. Write evaluations and complete other paperwork necessary for their internship programs.
- Participate in other reporting or program activities, as directed.

**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)
- Departmental 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)
- 2-3 additional program events a year- as given 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

**QUALIFICATIONS:**

- Education: Master's degree or higher in psychology, social work, or related field; must be licensed or soon to be.
- Job Experience: Two years professional experience in community health-related work. Experience working with families.
- 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.