

Contractual Oncology Support Counselor  
Department: Programs  
Supervised by: Support and Family Programs Manager  
Status: Contractual, Approximately 6-12 hours/month

**SUMMARY JOB DESCRIPTION:**

The Contractual Oncology Support Counselor provides direct psychosocial support to individuals living with cancer. The Contractual Oncology Support Counselor is responsible for facilitating support groups for individuals diagnosed with cancer and caregivers at Wellness House and at Wellness House partner locations. This includes planning and preparation for groups as well as appropriate follow up with participants.

This role is responsible for maintaining productive professional relationships with hospital, medical and community partners. The Contractual Oncology Support Counselor provides feedback to Wellness House staff regarding program utilization and evaluation and attends periodic meetings at Wellness House.

We are flexible on work hours for this position and we are looking for daytime or evening availability. We are also open to candidates who would prefer to work in the city of Chicago or at our main location in Hinsdale, IL.

**RESPONSIBILITIES:**

- Facilitate monthly support groups for adults diagnosed with cancer and/or family members. Groups may take place at partner locations in Chicago and surrounding suburbs, and/or at our main location in Hinsdale.
- Collect intake paperwork for first time participants; record attendance for support groups; submit all paperwork to staff at Wellness House on timely basis.
- Provide appropriate level of communication to professionals at partner locations to maintain collaborative relationship.
- Participate in planning meetings with Wellness House staff and professionals at partner locations as requested.
- Provide feedback to Wellness House staff regarding group process and partner collaboration on regular basis.

**QUALIFICATIONS:**

- Education: Master's degree or higher in psychology, social work, or related field; must be licensed.
- Job Experience: Minimum two years professional experience in support group facilitation; community health-related work preferred.

- Special Knowledge & Skills: Knowledge about the psychosocial effects of cancer preferred.
- Demonstrated Competencies: Solid organization and planning skills; ability to communicate effectively both verbally and written; initiative; highly ethical; commitment to the mission of Wellness House.

Wellness House is an EOE.