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## **Part-Time Bilingual Oncology Support and Family Counselor**

Department: Programs; Child and Family, Support Groups and Counseling  
Supervised by: Support and Family Programs Manager  
Supervises: ---  
Status: Part-time hourly, non-exempt, weekday, two evenings weekly and one Saturday per month

### **Summary Job Description:**

The Part-time Bilingual Oncology Support and Family (BOSF) Counselor provides direct psychosocial support to individuals and families living with cancer. The BOSF Counselor is responsible for facilitating support groups in English and Spanish, providing individual consultation and counseling, and leading workshops and classes for individuals diagnosed with cancer and caregivers for Wellness House at the main location in Hinsdale, online, and at partners locations. This role will also assist Engagement and Marketing Team with the Participant Engagement Process for Spanish-speaking participants and translation of documents and marketing materials from English to Spanish. With the Program Manager and Community Relations Manager, the Part-time BOSF Counselor will identify and maintain productive professional relationships with hospital, medical, and community partners and identify new community relationships and outreach opportunities to promote programs to Spanish-speaking participants. The Part-time Bilingual Oncology Support and Family Counselor is expected to contribute ideas and feedback regarding program development and evaluation.

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

#### **Direct Work with Participants (Approximately 70%)**

- Serve as group facilitator for support, networking, and bereavement groups for individuals affected by cancer diagnosis for Wellness House at the main location in Hinsdale, online, and at off-site locations. This includes planning and preparation for groups as well as appropriate follow-up with participants. The person in this role will provide programming in both Child and Family as well as Support Groups and Counseling.
- Plan and deliver psycho-educational workshops and classes for participants relevant to area of expertise and based on participant needs, both at the Wellness House main location, online, and off-site locations as needed and as available.
- Support the Engagement Team and Reception with engaging Spanish-speaking participants and conduct individual participant consults, as part of the Participant Engagement Process, for the purpose of identifying suitable programs for new Spanish-speaking participants 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 term individual counseling as needed.
- Identify outside referral sources when needed and make appropriate referrals.
- Record all direct and indirect service efforts into database management system in a timely manner.

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

- 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.
- 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.
- Communicate insights gained from the healthcare community to program development process at Wellness House. Identify opportunities for new and innovative programming.
- Assist Engagement Team with Participant Engagement Process for Spanish-speaking participants and assist Engagement and Marketing Team with translation of documents and marketing materials from English to Spanish.
- Participate in the formal and informal evaluation of 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)
  - Two other program events per year (a work assignment will be given). These work assignments may be outside of your normal work schedule; you will work with your manager regarding 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 clinically licensed or soon to be.
- Job Experience: Two years professional experience in community health-related work preferred.
- 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.

Wellness House requires all staff to be vaccinated against COVID-19, subject to limited exceptions.

**Prepared by:** Maigenete Mengesha, Director of Programs **Date:** April 1, 2022