



You'll feel better inside.

### **Oncology Child and Family Specialist- Part-Time**

Department: Child and Family Programs  
Supervised by: Child and Family Programs Manager  
Supervises: Contractual staff, Interns, and volunteers  
Status: Part-time, Salaried, exempt (afterschool hours required)

#### **Summary of Position:**

The Oncology Child and Family Specialist is involved in many aspects of the Child and Family Program, including direct service, outreach, and supervising contractual staff, interns and volunteers. Direct service includes participant intake (part of the Participant Engagement Process), family consultations, short-term counseling (children, parents, whole families), support and bereavement groups, collaborating across program teams, and planning and participation in Child and Family events (Special events and Kids and Family Wellness programs). Outreach includes establishing and maintaining relationships with outside providers and participating in community presentations to professionals and participants to educate about the psychosocial effects of cancer within the family system. In addition, the Specialist contributes ideas and feedback to the Child and Family Programs Manager for program development and evaluation. The Specialist also collaborates effectively as part of a multi-disciplinary team.

#### **RESPONSIBILITIES** (100% program responsibilities)

##### **Direct Work with Participants** (approximately 80%)

- **Groups** (45%)
  - Ongoing assessment of child, parent, and family needs to inform program design to meet those needs. Facilitate support and bereavement groups for children, teens, and parents who are affected by cancer.
  - Order, maintain, and organize materials for group needs.
  - Coordinate logistical aspects of groups (including time and day) based on participant need with facilitator/s of corresponding parent groups.
  - Train and supervise appropriate volunteers for groups.
  - Coordinate with any contractual therapists who may be facilitating groups within Child and Family programs.
  - Coordinate with any interns who may be facilitating groups within Child and Family programs.
  - Plan and deliver psycho-education workshops and classes for participants relevant to the Specialist's expertise and participant needs.
  - Record all direct and indirect service efforts into the database management system promptly.
- **Individual** (25%)
  - Serve as primary staff to receive referrals of children, teens, parents and whole families. With the team, identify, assess, and respond to child, parent, and family clinical needs.
  - Create care plans to address child, parent, and family clinical needs.

- Conduct short-term counseling for children, parents, and families in crisis who need additional support for cancer-related transitions or are inappropriate for a group setting.
- Conduct individual participant consults as part of the Participant Engagement Process to identify suitable Wellness House programs and provide support for cancer-related transitions.
- Identify outside referral sources when needed and make the appropriate referral.
- Provide continuity of care among other involved professionals.
- Record all direct and indirect service efforts into the database management system promptly.
- **Event-based Programming for Participants** (approximately 10%)
  - Plan, organize, coordinate, and participate in special events (including but not limited to Kids Kamp, Super Hero Day, Spooky Spectacular, Polar Express and Happy Hearts).
  - Plan, coordinate, participate and assist with the execution of Family Wellness Programs and Kids Wellness Programs (including but not limited to Family Picnic, Back to School Gathering, and Teen Chef Challenge)

**Program Support and Community Outreach** (approximately 15%)

- Prepare and deliver presentations to community professionals.
- Respond to individual requests for information from individuals and organizations.
- Identify and cultivate relationships with other service providers to increase referrals to Child and Family programs.
- Identify and explore strategic opportunities for innovative programming and expansion.
- Participate in the formal and informal evaluation of programs.
- Work with the program team to develop program policies and procedures, including group, eligibility criteria, and method for participant goal setting and program evaluation.
- Participate in other reporting or program activities, as directed.

**Other** (approximately 5%)

- 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)
  - Annual Holiday Party (a work assignment will be given)
  - Three additional program events per fiscal year (a work assignment will be given). These work assignments may be outside your regular 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

**Position Qualifications:**

- Education: Master's degree in child life specialist, counseling, psychology, social work, or related field; must be licensed or soon to be.
- Job Experience: Two years of professional experience in community health-related work.
- Special Knowledge & Skills: Experience facilitating support groups required; knowledge about child development and family systems; 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.

Please apply by forwarding cover letter and resume to [HR@wellnesshouse.org](mailto:HR@wellnesshouse.org).

**Prepared by:** Tracy Lester, Director of Strategic Program Initiatives

**Updated by:** Maigenete Mengesha, Director of Programs

**Date:** October 27, 2022