

REPORTS TO: Clinical Program Director

Status: Full-time exempt

JOB LOCATION AND HOURS

This position will be located at 1200 Old Henderson Road, Columbus, OH 43220. Our normal work hours are 9:00 am to 6:00 pm, Monday through Friday. All current staff members have been fully vaccinated against the coronavirus.

ORGANIZATION INFORMATION

At Cancer Support Community we provide emotional and social support, education, and resources to people impacted by cancer (including patients, survivors, family members, caregivers, friends, and co-workers) to help them manage their cancer journey and achieve better health outcomes and improved quality of life. We offer more than 70 monthly evidence-based programs, all at *no cost*. Our mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. More information about our programs and services can be found at www.cancersupportohio.org.

OVERVIEW

The Community Program and Resource Manager will serve as the foundation for the comprehensive community navigation program for the underserved Black community. The Community Program and Resource Manager will manage programming that addresses the entire continuum of cancer: before, during, and after treatment.

The five main aspects of this job include:

1. Community Outreach & Engagement
2. Resource Identification
3. Patient Navigation & Support
4. Cancer Prevention & Awareness
5. Documentation, Data Entry & Reporting

There may be other duties as assigned. This is a fluid position that will continue to grow and change over time. Flexibility and the ability to increase services for patients and caregivers is a must.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Community Outreach and Engagement:

- Identify and build relationships with relevant community partners.
- Market programs to community partners
- Seek out, register for, and attend health fairs, and appropriate community events to develop relationships and ensure engagement with stakeholders.
- With support of the Volunteer Coordinator and Marketing staff, ensure volunteers and materials needed for community outreach updated and available.

- Take materials to local medical professionals, faith organizations, community centers, non-profits, libraries, food pantries, grocery stores, and other appropriate locations to promote programming.

Resource Identification:

- Identify and build relationships with relevant community partners that have resources that can benefit Cancer Support Community and its participants.
- Build database of local community resource organizations and individuals.
- Identify resources that address barriers to care (e.g.: food insecurity, housing, transportation, childcare, financial assistance).
- Stay current with mental health, wellness, and education programs and services provided by Cancer Support Community.

Cancer Prevention and Awareness:

- Periodically conduct community health needs assessments to identify priority communities of focus.
- Create and distribute pertinent cancer prevention and educational materials and programs (e.g.: flyers, pamphlets)
- Provide cancer prevention and awareness education at appropriate community events.

Patient Navigation and Support:

- Identify health risk screening tools and enroll individuals in health screenings as appropriate.
- Coordinate appropriate services for participants, including scheduling appointments
- Motivate, educate, and empower patients throughout their cancer journey.
- Serve as patient advocate (follow up with nurses, make calls on patients' behalf, schedule appointments, etc.).
- Create patient care plans with clients.
- Link patients to needed resources (e.g.: financial and transportation assistance).
- Become proficient in and implement Cancer Support Source, Cancer Support Community's distress screening tool.

Documentation, Data Entry and Reporting Duties:

- Maintain statistical data on referral sources and professional referrals.
- Perform data entry for all events attended, resources provided, and client data.
- Stay current with review literature and report relevant findings
- Generate oral and written reports of statistical data.

ADDITIONAL RESPONSIBILITIES AND REQUIREMENTS

- Attend Program team meetings.
- Attend Cancer Support Community staff meetings and keep the staff current on your activities.
- Some weekends and evenings will be required.
- Must possess reliable transportation in good working condition.

SKILLS AND KNOWLEDGE REQUIRED

- Cultural humility
- Stellar management of follow-up calls and appointments required.
- Bachelor's degree in a relevant health-related field (e.g., public health, social work, etc.) with at least 3 years of experience; Master of Public Health degree preferred.
- Excellent written and verbal communication skills are a must.
- Proficiency in problem solving required.
- Must be a self-starter and able to work independently.
- Ability to build and maintain positive relationships with staff, participants, community partners required.
- Ability to demonstrate sensitivity to cultural needs
- Ability to develop programs

TO APPLY

If you are interested in applying for this position, please submit your cover letter and resume by email to:

Angie Santangelo, MSW, LISW-S

Clinical Program Director

Cancer Support Community Central Ohio

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