CANCER SUPPORT COMMUNITY
SOUTH CENTRAL INDIANA
Powered by Bloomington Health Foundation

1719 W. 3rd Street
Bloomington, IN 47404
PH: 812.233.3286
Fax: 317.254.4534
www.cancersupportscin.org

Licensed Counselor – Oncology & Clinical Hospital Coordinator

Reports To: Katie Tremel, MSW, LCSW
Position Status: Full Time
Salary: Competitive Salary and Benefit Package

Cancer Support Community (CSC):

CSC uplifts and strengthens people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care. Cancer Support Community South Central Indiana operates as a satellite extension of Cancer Support Community Indiana and is part of a nationwide network of affiliate organizations of Cancer Support Community and Gilda's Club. Programs are provided free to anyone impacted by cancer: patients, survivors, family members, friends, caregivers, and bereaved. Examples of free programs include counseling and support groups, nutrition and wellness classes, professional education presentations, social connections, resources and financial assistance with food and transportation, wig boutique, and other resources.

Overview:

This position will operate out of IU Health Hospitals in Bedford, Martinsville, and Bloomington as well as CSC's Bloomington office located at 1719 W 3rd St, Bloomington, IN 47404. This position will be part of the program team, and will be primarily responsible for conducting counseling sessions, facilitating outreach, hospital partnership management, program management, and leading support groups. This position will also support Cancer Support Community South Central's Ambassador Program as part of CSC's outreach efforts. This position will be part of the Bloomington staff team consisting of: Program Manager, Development Manager, and Office Manager. This position will also be part of the program team consisting of EVP & Clinical Director, Program, Outreach and Volunteer Coordinator, Licensed Counselors – Oncology & Clinical Hospital Coordinators, Office Manager, and Operations Director.

Primary Responsibilities:

- Oversee Hospital Programming and Partnership – Implement and oversee 1099 staff working in the hospital. Manage outreach opportunities in the hospital and deliver programming personally. Build strong relationships with hospital staff and management.
- Counseling – This position will carry a counseling caseload of 5-10 hours per week as well as tracking the counseling referrals from the hospitals.
- Support Group Leadership – Personally facilitate at least three support groups. Position requires attendance and leadership in the bi-monthly Support Group Facilitator Supervision.
- Ambassador Program Management – This position will be solely responsible for the new ambassador program. This includes training, developing materials and tracking ambassador hours.

Cancer Support Community is a 501 (c)(3) not-for-profit organization dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. Contributions are tax deductible to the full extent allowed by law.

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- Program Planning – This position will work in conjunction with the Program Manager to deliver Support, Education, Wellness, and Social Connection Programs to cancer survivors and their family members.
- Marketing – Assist the Program Manager in producing the Program Calendar as well as Program Flyers. Attend marketing meetings as directed by Program Manager.
- Manage 1099 staff and volunteers – Program Manager will divide and assign 1099 staff and volunteers that need to be managed along with the program planning and marketing for each. .
- Data Management and Reporting – Responsible for entering all attendance data for each program overseen. Production of a monthly report for each hospital site. .
- Development Team Support - Required attendance at large fundraising events. Smaller events and outreach opportunities will also be required.
- Attend CSC All-Staff meetings - Monthly in Indianapolis or assigned locations.
- Advisory Council – Attend and be prepared to present program progress.
- Assist front desk when Office Manager is on vacation or overseeing wig fittings.
- Must work some evenings and weekends.

Qualifications and Skills:

- Master's Degree in Mental Health, Social Work, or related field.
- Licensed or completing hours to become licensed in the state of Indiana.
- Experienced in Individual Counseling and Group Therapy.
- Experience in Program Planning preferred.
- Strong in Cultural Competency.
- Proficient in crisis management and problem solving.
- Must be able to work independently as well as being able to operate in a team setting.
- Strong ability to maintain positive relationships with staff, participants, and hospital staff.
- Strong communication skills, both written and verbal.
- Comfortable with technology, computer skills, internet, Office 365, email.
- Strong interpersonal and relationship building skills.
- Professional dress and demeanor.
- Meet deadlines.
- Strong attention to detail.
- Strong planning & organization skills.

Benefits:

- 401k employer match.
- Paid employee medical, dental, vision.
- Paid time off and holidays.
- Flexible work environment.
- Continuing Education opportunities.

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Physical Requirements:

- This position requires the ability to sit for extended periods of time (up to 6 hours per day).
- The employee may be required to stand and/or walk for extended periods (up to 6 hours per day).
- Frequent use of hands and fingers to handle, feel, and operate a computer, keyboard, and other office equipment.
- Ability to reach, bend, stoop, and occasionally lift and/or move up to twenty-five pounds.
- Requires close vision, distance vision, and the ability to adjust focus.
- May require repetitive motions, including typing and data entry.
- The position may allow for alternating between sitting and standing as needed.

To Apply:

Apply on CSC Website Careers. Position will remain open until a candidate is selected.

https://cancersupportscin.org/careers/

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