



Position Description

Job Title: Clinical Program Director

Status: Full-Time

Reports to: President/CEO

Supervises: Clinical Facilitators, Adjunct Instructors, Professional Interns and others defined by CSC CO

Job Summary

The Program Director (PD) is responsible for the administration, oversight and leadership of all programs of the Cancer Support Community Central Ohio; the supervision of all clinical facilitators and adjunct instructors; and the provision of direct clinical services for people of all ages affected by cancer. The PD is the face of the organization building and maintaining relationships with program professionals, speakers, and key programmatic constituents in the healthcare, medical and academic arenas; develops and maintains programs, manages the program budget, maintains program statistics and reports. The PD works closely with the President/CEO and other staff to provide programmatic consultation as it relates to general operations and program outreach. Assist with grant writing and reporting and, on an as needed basis, participate in fundraising activities.

The Program Director must embody the highest professional standards and demonstrate warmth and compassion as he/she works with participants and families, staff, volunteers and others in building and maintaining a sense of community.

Duties and Responsibilities

I. Program Administration

- Utilize clinical expertise to ensure the accordance of the program with CSC Program Standards as defined in the Program Manual and Policies and Procedures.
- In collaboration with other CSC staff and board, participate in the development of strategic goals and objectives as it relates to program delivery, reach and evaluation.
- Update content for the bi-monthly program calendar, recruiting and supervising workshop leaders and adjunct instructors and work with Communications Director/staff on program flyers, etc. Maintain administrative procedures for tracking and implementing programs.
- Work in collaboration with hospital(s) oncology services to over-see CSC CO programs and facilitators.

II. Direct Service to Participants

- Facilitate at a minimum at least one, but no more than two, weekly support groups and no more than two monthly networking/drop-in groups as needed.
- Provide crisis intervention and short-term counseling to members in distress as needed and other direct clinical services as necessary.

III. Budget, Resource Development and Statistics

- Create and monitor an annual budget for all programs.
- Assist in grant writing, reporting and fundraising activities in collaboration with the Development staff on an as needed basis.
- Oversee collection of program and member statistical data and oversee participant forms, group rosters, group notes/files, and member activity sheets.

IV. Supervision and Professional Development

- Conduct written annual performance reviews for clinical facilitators and address facilitator performance problems if and when concerns develop.
- Educate, train and monitor consistency for non-program staff and volunteers on the basics of the program and CSC in general (e.g. volunteers, orientation leaders, board members).
- If applicable, collaborate with professional/educational institutions to utilize CSC as an intern placement site.

V. Professional and Program Outreach

- Ability to build and engage healthcare professionals.
- Ensure information about the program properly and accurately reflects the programs and services rendered.
- Work closely with the Development and Communications Director, staff/volunteers to publicize the program, and assist in the production of program collaterals such as the calendar, flyers, and brochures.
- Develop relationships and opportunities for partnering with other service providers, e.g. ACS, local Oncology Nursing Society chapter, etc.

Minimum Qualifications

- Masters Prepared Licensed Clinical Social Worker (MSW/LCSW), Marriage & Family Therapist (MFT) or Clinical Psychologist (PhD).
- Minimum of two years post-graduate and/or license experience.
- Strong clinical skills, including individual and support group experience and ability to work with issues surrounding chronic and life-threatening illness.
- Minimum of two years' supervisory or management experience to include personnel selection, training, evaluation, and management of paid and volunteer staff.
- Demonstrated administrative skills, including planning, organizing, scheduling, budget management, statistical and program reports.
- Ability to interact with individuals at all levels (members, donors, staff and public). Strong verbal and written communication skills are essential.
- Ability to work a varied and flexible schedule.
- Ability to work under pressure with minimal supervision.
- Experienced working on Word and Excel.
- Commitment to working as a team member in a supportive community.

Contact Name: Please submit your cover letter and resume to info@cancersupportohio.org
Contact Phone: 614-791-9510