

# CancerLifeline

## CLINICAL PROGRAM MANAGER

**PURPOSE:** *Manages clinical programs and training that optimize the quality of life for people living with cancer. Clinical programs include the Lifeline, Support and Education Groups, Couple/Family Meetings, Share-the-Care Meetings, Therapist Referral Program, Internship Program and Workplace Consultations.*

**Position:** Full Time (1 FTE), Salaried, Exempt

**Salary:** Depending on qualifications and experience

**Reporting:** Reports to Senior Clinical Program Manager

**Supervises:** Administrative Coordinator, Support Group Facilitators, Volunteers, and Interns

### **PRIMARY RESPONSIBILITIES:**

#### **The Lifeline**

*Manage, train, and supervise Lifeline Volunteers*

- Ensure highest quality lifeline service
- Conducts annual lifeline training for community volunteers and interns
- Oversees and supports community volunteers and interns

#### **Support Groups**

*Manage hire, train, and supervise lead facilitators and interns*

- Ensure highest quality support group service
- Conduct annual intern and facilitator trainings
- Oversee lead facilitator and intern support group work
- Conduct annual day-long facilitator trainings

#### **Program Evaluation:**

*Supports agency efforts to evaluate and continuously improve programs.*

- Manages data collection and analysis efforts assessing program quality and client participation in clinical and support group programs
- Manages quality assessment and evaluation of program as required by funding organizations

#### **Direct Service:**

*Provides direct service to meet identified clinical needs*

- Conduct Workplace Consultations as needed
- Conduct Family Meetings and Care team meetings
- Provides community presentations

### **Provides general support for programs by:**

- Attends 40-hour Lifeline training

**PROMOTES AGENCY TEAM EFFORT:**

- ATTEND CLINICAL SUPERVISOR, HOSPITAL INTEGRATION, PROGRAM STAFF AND GENERAL STAFF MEETINGS

**QUALIFICATIONS:**

- MSW, MN, MC or MPH degree with focus/experience in Oncology.
- Experience offering evidence-based practices in community organizations
- Experience in training on communication skills
- Experience in group facilitation
- Experience in supporting and working with patients and caregivers.
- Program evaluation skills strongly preferred

**Work Conditions**

- Work location: Cancer Lifeline – Greenlake, the Dorothy S. O'Brien Center, 6522 Fremont Ave. N. Seattle 98103
- Most are weekday, daytime hours. Some evening and weekend work required.

**POSITION OPEN UNTIL FILLED**

Please email resume and cover letter (required) *explaining your interest in and qualifications for this position* to [jobs@cancerlifeline.org](mailto:jobs@cancerlifeline.org). Please do not send a resume unless you have the qualifications.

*Please, no phone calls.*

**Cancer Lifeline is an Equal Opportunity Employer.**

**Ethnic, cultural and racial minorities are encouraged to apply**

*For more information about Cancer Lifeline visit our website: [www.cancerlifeline.org](http://www.cancerlifeline.org)*