

Facilitator Job Description

Job Title: Facilitator **Status:** Part Time or Per Diem
Reports To: Program Director **Supervises:** N/A
Location: Palm Desert, CA **Compensation:** Hourly

Hours: Part-time facilitators work 2-8 regularly scheduled hours per week or month. Per diem facilitators work as needed per availability. *Note: most groups are held Wednesdays (10-11:30am; 1:15-2:45pm) and Thursdays (3-4:30pm; 6-7:30pm); additional groups may be scheduled.*

ORGANIZATION OVERVIEW

Cancer Partners is a welcoming place that offers emotional, social and educational support for everyone impacted by cancer in the desert communities. People of all ages, with any type and stage of cancer, as well as their caregivers, family members and loved ones, can participate. They thrive in the nurturing environment and benefit from a full program that encompasses evidenced-based, professionally led cancer support groups, exercise, nutrition and expressive arts classes, educational lectures and workshops, and social activities—all at not cost.

JOB SUMMARY

A Facilitator is a licensed mental health professional responsible for the facilitation of weekly, bi-weekly, and/or monthly support groups for people affected by cancer. Facilitators are specifically trained in the Cancer Partners philosophy and methodology and utilize those skills in group facilitation to help clients discover ways to reduce their sense of isolation, regain a sense of control, and find hope that they can improve their quality of life. Different groups serve newly diagnosed patients, those with chronic cancers, cancer survivors, caregivers, and the bereaved. Separate groups are available for children, adolescents, and adults, and some groups are provided in Spanish. Facilitators may also be engaged to oversee and/or conduct intake interviews, short-term individual/family counseling, educational workshops, and other programs, as well as represent the Cancer Partners mission, core concepts and philosophy to the general public.

DUTIES AND RESPONSIBILITIES

Support Group Facilitation and Management

- Facilitate group members in sharing their cancer-related experiences and gaining knowledge and information in regularly scheduled support group meetings.
- Serve as an expert in group facilitation and the psychosocial aspects of cancer across the continuum (diagnosis, treatment, post-treatment, long-term survivorship, end of life), but *not* as an expert in cancer or cancer treatment.
- Provide phone or email follow-up with group members as needed.
- Maintain paperwork specific to group management (rosters, attendance, group notes, pre-group interview forms, etc).
- Submit all required paperwork, including timesheets, in a timely and accurate manner.
- Provide back-up coverage for other support groups as needed and if time allows.

General Program Administration and Direct Service

- May be engaged to serve as a “host” for educational workshops and other special programs. Expectations include, but are not limited to: introducing speakers/workshop leaders, providing introductory remarks, providing evaluations and closure, and providing feedback to the Program Director on the process and content of the workshop.
- May provide other program support, including individual or family counseling as needed and depending on resource availability.

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- Voluntarily attend social events and fundraising activities to celebrate Cancer Partners, and serve as an “ambassador” to spread awareness about Cancer Partners in the desert communities.

Consultation and Professional Development

- Participate in periodic Facilitator consultation meetings.
- Provide annual documentation of current licensure and malpractice insurance.
- Voluntarily participate in ongoing continuing education opportunities related to psychosocial oncology.

Minimum Qualifications

- Licensed Clinical Social Worker (LCSW), Marriage & Family Therapist (MFT) or Clinical Psychologist (PhD) in the State of California. Experienced mental health professionals actively working towards California clinical license eligibility may also be considered.
- Strong clinical skills, including support group experience and ability to work with issues surrounding chronic and life-threatening illness.
- Willingness to implement Cancer Partners’ psychosocial support methods in a warm and professional manner.
- Documentation of licensure and malpractice insurance; Live Scan fingerprinting (paid for by organization) required.
- Proficient in verbal and written communication.
- Commitment to working collaboratively within a supportive community.

The above job description is to provide a representative summary of the major duties and responsibilities of a Facilitator and may be modified as required.

APPLICATION PROCESS

Please submit a letter of introduction and a current resume with references via email or mail to:

April Hanig, Program Director: ahanig@cancerpartners.org

**Cancer Partners
73-555 Alessandro Dr.
Palm Desert, CA 92260**

No phone calls please.

Application deadline: Open until filled