



Cancer CAREpoint, a community-based organization in Silicon Valley, is looking for a **Social Worker Coordinator** for our **Cancer Survivorship Program**. Cancer CAREpoint is the only local non-profit in San Jose providing free psychosocial, educational and practical support to anyone in Silicon Valley impacted by cancer no matter what their cancer type, where they receive medical treatment or insurance status. Services are provided at our Cancer Resource Center and in the community.

The Social Worker Coordinator works to ensure that Cancer CAREpoint provides the highest quality programs and services to clients and fulfills our mission of transforming support for cancer patients and their families in Silicon Valley. This position is responsible for coordinating, building and staffing the Cancer CAREpoint Survivorship Program.

The Social Worker Coordinator reports to the Director of Programs and is a full-time benefitted position including some evening and weekend hours.

Responsibilities:

- Plan and develop programs that address the needs of cancer survivors.
- Staff and facilitate programs, groups and workshops.
- Recruit and train per diem professional staff to facilitate programs.
- Coordinate with the Executive Director and the Director of Programs regarding program development, scheduling and outreach.
- Work with Director of Programs in developing new programs.
- Maintain accurate and up-to-date documentation.
- Provide outreach into the community.
- Complete comprehensive intakes and screening of clients.
- Build and strengthen relationships with organizations and hospitals. Attend and participate in meetings of the Cancer Survivorship Coalition of Silicon Valley
- Provide information (qualitative and quantitative) for grants and reports.
- Perform other duties as assigned.

Qualifications

- Master's degree in Social Work, Psychology or Counseling from an accredited graduate school.
- Experience with providing supportive counseling to families and groups.
- Strong assessment and intervention skills.
- Knowledge and experience with oncology or with patients facing illness.
- Ability to communicate effectively with patients/families from diverse cultural backgrounds.
- Strong facilitation skills (support groups and psychoeducational workshops).
- Knowledge of local community resources and social services.
- Understanding of program planning and development.
- Computer skills: Outlook, Word, Excel, PowerPoint; knowledge of Salesforce or similar CRM database.
- Bilingual preferred but not required.
- Excellent written and oral communication skills.
- Creative and good sense of humor.
- Ability to use independent judgment, make sound decisions and take initiative.
- Strong interest in the mission of Cancer CAREpoint.

Please send a resume and cover letter to Rob Tufel, Executive Director, at CancerCAREpointjob@gmail.com. No phone calls please. Cancer CAREpoint is an equal opportunity employer. **Candidates of all backgrounds are encouraged to apply.** To learn more about Cancer CAREpoint, visit www.cancercarepoint.org. (Posted 01/03/19)