



## **Bilingual Cancer Resource Navigator**

REPORTS TO: Associate Program Director

FLSA STATUS: Part-time, exempt

### **POSITION DESCRIPTION**

The Bilingual Cancer Resource Navigator will establish contact with cancer patients, survivors and caregivers through approaches agreed upon within the host hospital site, to raise awareness about information resources, support programs and services, and assisting in meeting other cancer-related needs of patients and caregivers. The Bilingual Cancer Patient Navigator will guide patients and their families through the cancer care continuum to identify barriers to treatment and assist with access to needed resources to decrease barriers. This position will create and implement identified needed programs and connect patients and their families with needed community resources for successful transition after hospital stay.

### **Patient Navigation**

- Help patients move through the complexities of the healthcare system by assisting with practical problem solving related to concrete needs such as lodging and transportation, and other services that decrease barriers to treatment.
- Complete comprehensive assessments of the barriers to quality cancer care that contribute to disparities and identify information, resource and emotional support needs of newly diagnosed and medically underserved patients, survivors, and caregivers.
- Provide short-term individual or family support related to cancer experience to help patients manage stressors.
- Establish and leverage relationships and alliances with local service providers and other healthcare providers to enhance service and referral networks.
- Implement a follow-up plan for each constituent to ensure that services have met their needs.
- Identify gaps in resources offered and work within the community to bridge those gaps.
- Collaborate with Hospital Champion to develop and implement a partnership plan for connecting with oncology patients in assigned health system.

### **Community Engagement and Outreach**

- Facilitate constituent access to available Cancer Support Community Arizona (CSCAZ) and other community services and programs.
- Identify gaps in resources offered and work within the community to bridge those gaps.
- Assists with delivery of collateral materials to community and program partners

- Researches and attends pertinent fairs and events

### **Program Coordination**

- Creates, plans, coordinates and oversees all aspects of in-hospital programming activities under the supervision of the Associate Program Director
- Collects data and reports information in databases for programs
- Collaborates with Hospital Champion to develop and implement a partnership plan for connecting with oncology patients in assigned health system

### **Administrative Functions**

- Reports to hospital's identified liaison and CSCAZ Associate Program Director, working collaboratively with on-site hospital team.
- Attends monthly clinical supervision meeting, program team meeting and all-staff meetings at CSCAZ
- Attends hospital meetings/staffings

### **General Duties**

- Clearly and accurately represents and communicates departmental needs and activities across the agency through collaboration.
- Effectively works with co-workers, serving as an example of professionalism.
- Ability to work collaboratively with hospital liaison and CSCAZ staff representing both institutions to the best interest of patients.
- Upholds CSCAZ philosophy, values and guidelines accordingly.
- Follows the hospital's policies, procedures, guidelines, medical protocols, confidentiality, dress code, schedule, HIPPA, and other policies within the agreement.
- Attends community meetings relevant to responsibility areas and organizational priorities as assigned and/or requested.
- Promotes and upholds CSCAZ's mission, serving as an ambassador to the organization.
- Provides prompt, courteous, and professional internal and external customer service skills, including responding to internal and external communications promptly and attentively.
- Other duties and responsibilities as seemed necessary by organizational leadership.

### **EDUCATION/EXPERIENCE**

- Minimum of Master's Degree in Counseling, Social Work, or Marriage and Family Counseling
- Licensed by Board of Behavioral Health Examiners.
- Bilingual Spanish required and able to provide culturally appropriate services.
- Previous experience working in medical settings and interacting with multiple teams.

### **OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Familiarity with software applications, including word processing, spreadsheets, email and basic database is necessary.

#### REASONING ABILITY

Critical skills required include strong communication, interpersonal and organizational skills, assessment, teamwork, initiative, and versatility.

#### POSITION COMPETENCIES

Displays High Integrity & Honesty, Technical/Professional Expertise, Takes Initiative, Communicates Powerfully & Prolifically. Must be able to work independently with minimal supervision.

This is a part-time, 30 hr/wk position with benefits.

For inquiries, please send an email including your resume and cover letter to [jobs@cscaz.org](mailto:jobs@cscaz.org)