

**JOB DESCRIPTION**

**TITLE: Cancer Support Co-Ordinator** South Canterbury– 24 hours per week

**OBJECTIVES**

**Organisational Objectives**

Improving community well-being by reducing the incidence and impact of cancer.

The Cancer Society is committed to working with our communities by providing

leadership and advocacy in cancer control, with core services in:

≈ Health Promotion

≈ Support

≈ Information

≈ Research

The Cancer Society of New Zealand is a non-government organisation dependent on community support and donations.

**Cancer Support Co–Ordinator Position Objectives**

The Cancer Support Co-Ordinator position, based from the South Canterbury Centre in Timaru, reflects the Cancer Society’s desire to meet the supportive care needs of the South Canterbury community. The Cancer Support Co-Ordinator position has the following primary objectives:

* To work co-operatively as a member of the Cancer Society staff team to provide a comprehensive range of support services, programmes and activities within South Canterbury, recognising the different needs and requirements of the region.
* To have well developed people skills, which are necessary in working with people from a wide variety of backgrounds and knowledge bases.
* To have the appropriate professional skills and knowledge to work with people coping with cancer, their families and their community.
* To understand the role of the Cancer Society in the South Canterbury region so that appropriate services and activities are developed, implemented and provided.
* To recognise and understand the principles of volunteer management and have a willingness to work in partnership with volunteers.
* To support and develop services by consulting with local volunteers, cancer support groups, health agencies and community organisations.

**RESPONSIBLE TO:**

 Manager – South Canterbury

**RELATIONSHIPS:**

* Chief Executive
* Manager Information & Supportive Care
* Supportive Care & Cancer Information staff members
* All Cancer Society staff
* Support service volunteers

**▪** Professional, community and volunteer agencies in South Canterbury

**▪** General public

**DIRECTLY RESPONSIBLE FOR:**

* South Canterbury based people with a cancer diagnosis, whanau, and others in contact with the Cancer Society.

**KEY TASKS AND RESULT AREAS:**

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|  **Key Tasks** | **Result Areas** |
| 1. To be an advocate for people with cancer, their families, and their communities. | by the appropriate assessment of all clients referred, or self-referred, to the Cancer Society.by liaising with health service providers, groups and community organisations.by identifying, planning and coordinating local patient support services in liaison with the Manager Information & Supportive Care.by contributing to regular Cancer Society meetings.by working closely with other Supportive Care staff throughout the division. |
| 2. To assist people with cancer, their families, and carers in coping with the disease. | by thorough assessment of all clients referred, or self-referred, to Cancer Society.by ensuring all clients receive help through appropriate referral, volunteer support or ongoing assistance.by maintaining client records on the client record system. |
|  | by consulting with relevant community groups. |
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| 3. To identify ways in which existing services can be developed or enhanced. | by consulting and working with Cancer Society volunteers and community and health related organisations.by liaising with local business, community and service clubs.by contributing to Supportive Care planning and in-service development.by maintaining patient records on the client record system and contributing to statistical reports. |
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| 4. To contribute to the work of the Division.5. To undertake any other related duties as may be required. | by attending divisional and team meetings as/when required. assisting in the ongoing fundraising and promotional activities i.e. Daffodil Day/ Relay For Life, that are an essential part of the Centre’s function.by maintaining a strong team approach in all aspects of work.By consultation with, or on request of the Manager South Canterbury, Chief Executive or Manager Information & Supportive. |
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**ESSENTIAL PERSONAL PROFILE:**

An understanding of the role of a voluntary health organisation whose focus is the health and welfare of the community is essential.

The role requires a relevant health professional and/or tertiary qualification and experience, as well as a working knowledge of community and voluntary activities and services. Such experience and knowledge will include:

▪ A proven ability to work well in a team environment as well as the ability to work alone without supervision

▪ Flexibility, maturity of judgement and the ability to make sound decisions, including being competent to achieve results in working with a wide range of people and community groups

* Computer skills including the use of Microsoft Office and confidence to use a database.

▪ An ability to establish effective organisation systems to ensure the successful delivery of support assistance

▪ An understanding of the principles of volunteer management and, preferably, experience in working with volunteers in a voluntary organisation

▪ A high level of communication skills, including the ability to assess, empathise and care for cancer patients and their carers

▪ A sense of humour and enthusiasm in working with people coping with cancer

▪ A current “clean” driver’s licence.