



Social Worker Job Description

Status: Full Time/Exempt

Reports to: Executive Director

Supervises: Program Facilitators

Job Summary:

The Social Worker develops, implements, and manages *clinical* programs and services for CSCMT; the position supervises clinical staff; provides direct clinical service for people impacted by cancer, and is actively involved in CSCMT's relationship with the hospital. The Social Worker ensures that policies, procedures, and programs are carried out in a professional manner in keeping with the Cancer Support Community HQ program guidelines. The Social Worker works collaboratively with the Bozeman team and entire CSCMT staff.

Essential Job Duties and Responsibilities:

1. Program Administration

- a. Develop, implement and manage psychosocial, clinical programs and services for CSCMT in collaboration with, and in, full compliance with CSCHQ guidelines.
- b. Recruit, hire, train, evaluate and supervise Program Facilitators, and ensures adherence of program staff to the philosophy, policies, procedures and program guidelines.
- c. Be a participatory member of the Professional Advisory Board.
- d. Participates in the annual budget process and regularly monitors program finances to maintain a high-level of fiscal responsibility.
- e. Collaborate with educational institutions, area hospitals, Chapter colleagues, and the Cancer Support Community National staff in research and development of new clinical programs.

2. Clinical Direct Service

- a. Utilize clinical skills to manage, and guide programs which includes but is not limited to: distress screenings, individual short-term one-on-one counseling, new participant meetings, group support, virtual support and psychosocial education for adults and youth
- b. Facilitate at least 3-4 participant groups per month.
- c. Provide an opportunity for each participant to utilize the CSS Distress Screening with follow-up referral systems and reach the utilization standard set by CSC Headquarters (CSCHQ).
- d. In coordination with the Program and Outreach Manager, assist in the development and implementation of psychosocial and emotional support programs for families at camp.
- e. Establish and maintain proactive relationships, and be actively involved, with other CSCHQ mental health professionals through program conference calls, Affiliate Meetings, and other collaboration opportunities.

3. Team Development

- a. Actively involved with staff meetings and training sessions and adhere to the Team Values and Commitments.
- b. Commitment to working as a positive and supportive team member in a therapeutic community.
- c. Collaborate with staff, volunteers and participants to create and maintain a culture of support and empathy while embracing the mission of CSCMT to provide in-house psychosocial education, as well as compliance and training of confidentiality policies and practices.

- d. Mentor Mental Health Interns, when appropriate.
- e. Educate staff by training, sharing knowledge and adherence to prevailing governmental laws and regulations regarding the provision of mental health services and Ethical and Professional Standards as designed across the mental health disciplines in Montana, including, but not limited to:
 - i. Confidentiality policy and standards
 - ii. Reporting of child and elder abuse/neglect
 - iii. Guidelines for suspected suicidality/homicidality
 - iv. Maintenance of records

Required Qualifications:

1. Masters prepared social worker with the ability to be licensed in Montana within a mutually agreed upon amount of time. LCPC will be considered with demonstration of specific skills and abilities.
 - a. Salary for pre-licensed = \$53,000-\$58,000 per year
 - b. Salary for licensed = \$60,000-\$65,000 per year
2. Successful experience applying clinical skills with individuals, couples and support groups.
3. Demonstrated experience planning, organizing, scheduling reports, and program development.
4. Successful experience working with computers specifically Word, PowerPoint, Excel and databases. Experience using InDesign proficiently is a plus.
5. Willingness to participate in oncology education and start working towards Oncology Social Worker Certification.

Preferred Qualifications:

1. Licensed LCSW, in State of Montana.
2. Advanced successful experience post-licensed.
3. Successful experience and ability to work with issues surrounding chronic and life-threatening illness.
4. Successful supervisory or management experience of staff in an organization.

Necessary Special Requirements:

1. Many make-up and hair products contain fragrances and this may cause sensitivity and/or allergic reactions in others and are therefore not allowed.
2. Must have reliable transportation to carry out duties and responsibilities of the role.
3. Travel to other centers and to educational opportunities as needed or required.
4. Position requires the ability to work nights, weekends and holidays.
5. Requires regular on time attendance and reports to work fit for duty in a professional environment.
6. No public expression of personal political views by support or action, so donors and participants do not perceive personal views represent CSC organization.

Knowledge, Skills and Abilities and Ideal Characteristics:

- Successful candidates must be passionate about the wellbeing of people affected by cancer, committed to Cancer Support Community's mission and excited about its growth and potential.
- A self-directed person who likes working in a fast-paced environment and willing to work flexible hours to include evenings and alternate schedules.
- A team player who is flexible, creative and a proactive problem solver to get tangible results.
- Collaborates as a team member, takes responsibility for outcomes under their control, as well as sound judgment and values that are consistent with those of the organization.

- Ability to administer CSCMT policies and procedures while implementing a comforting, informative, and effective program.
- Ability to work under pressure with minimal supervision.
- Exhibit strong advocacy skills, and excellence in verbal and written communication.
- Possess excellent organizational and administrative skills.
- Demonstrated ability to interact with individuals at all levels, races and income levels.
- Skill in taking initiative in time management, completing tasks and assignments.
- Ability and skill in design, innovation and creative approach to work.
- Multi-tasking skills and the ability to manage multiple projects, supervision of staff and responsibilities in a fast-paced work environment.
- Demonstrated experience performing administrative skills, data entry and record keeping.
- Ability to be adaptable and flexible for work that requires changing work demands based on fundraising, participant and staff needs.
- Ability to interact with coworkers, staff, CSCMT participants and the public in an effective and positive manner.
- Regularly interacts with individuals of various social and economic backgrounds.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted during work, and contribute to the success of a team.

To Apply:

Send resume, cover letter, three references to:

Jodi Weak, Executive Director Bozeman

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