

Position Description

Supportive Care Coordinator

Who we are: We are Tasmania’s leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians regardless of location and the type of cancer diagnosis.

Our Vision: A cancer-free future

Our Values: Generosity, Integrity, Collaboration, Courage, Innovation

Hours of Work	Full time - five days per week (1.0 FTE)
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 6. Not-for-profit salary packaging is available.
Location:	The role is located at the Cancer Council Tasmania offices at 69 Howick St, Launceston and will include travel to Devonport and Burnie.
Position Summary:	The Supportive Care Coordinator is responsible for overseeing the delivery of Cancer Council Tasmania’s supportive care services to people impacted by cancer across the north and north-west coast of Tasmania. Working closely with regional supportive care staff and volunteers, this role provides leadership, program oversight and practical support to ensure the successful delivery of psychosocial support services and programs. As part of a state-wide supportive care team, this role will lead the implementation of existing regional services and programs and work closely with key stakeholders and clients to identify new opportunities and drive continual improvement. As a key contact for regional hospitals, community organisations and clients, this role is an important ambassador role for Cancer Council Tasmania.
Reporting:	This role reports directly to the Director Supportive Care. The role includes supervision of and direction to supportive care staff and volunteers.
Qualifications and Skills:	Tertiary qualifications in a related discipline and significant work-related experience, expertise and competence sufficient to perform the duties required at this level.
Personal Attributes:	This role requires a self-motivated person who is seeking an opportunity to use their skills and experience to make a meaningful difference to those impacted by a cancer diagnosis. Tasmanians impacted by cancer come from all walks of life, and their supportive care needs may not always be the same, which is why this role will suit a patient, compassionate and solutions focused individual. This

	<p>position will suit someone seeking to step up into a leadership opportunity, but who also has a ‘can-do’ attitude and is equally happy stepping in to provide direct support, as well as bringing their critical thinking to influence the future planning and delivery of cancer supportive care services in regional Tasmania.</p>
<p>Organisational Responsibilities:</p>	<ol style="list-style-type: none"> 1. Assess and identify the cancer related concerns and unmet needs of people accessing supportive care services through Cancer Council Tasmania, and provide psychosocial support and referral as required. 2. Develop and ensure effective delivery of individual and group-based programs and activities, including cancer support groups, complementary therapy programs and workshops both in person and online. 3. Provide leadership and planning for key strategic focus areas including clinical engagement and client services. 4. Lead the development, implementation and evaluation of programs and activities to ensure Cancer Council Tasmania is providing evidence-based, relevant services. 5. Develop and maintain partnerships with oncology, clinical and community service providers to improve referral pathways and improve client outcomes. 6. Mentor, support and work collaboratively with Cancer Council Tasmania volunteers. 7. Represent Cancer Council Tasmania in national program development and local delivery of national programs, as required. 8. Undertake other duties, as directed by the Director Supportive Care to support the organisation and contribute to a positive and productive workplace.
<p>Selection Criteria:</p>	<ol style="list-style-type: none"> 1. Tertiary qualifications in a relevant field (eg., nursing, social work, psychology). Postgraduate qualifications in a health-related field would be advantageous. 2. Demonstrated experience providing face to face, person-centered support directly to clients, including recent experience working in cancer related settings. 3. Demonstrated leadership skills and experience supporting staff and/or volunteers in a collaborative team environment. 4. Ability to build professional relationships to ensure Cancer Council Tasmania works effectively in partnership with other providers in clinical and community settings. 5. Sound knowledge and understanding of state-wide and local health and community networks, along with demonstrated knowledge and understanding of the major issues facing Tasmanians impacted by cancer.

	<ol style="list-style-type: none"> 6. Well-developed facilitation, presentation, interpersonal, communication skills and computer literacy. 7. Demonstrated time management skills including the capacity to manage competing priorities within tight timeframes. 8. Proven ability to be adaptable and flexible to achieve results in an environment of change.
<p>Essential Requirements:</p>	<ul style="list-style-type: none"> • Current Working with Vulnerable People Registration and satisfactory National Police Check. • A current drivers' license, and ability to undertake occasional intrastate travel as required.

Competency Framework – Supportive Care Coordinator			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	3
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	4	Finance	1
Plan and Prioritise	4	Technology	2
Think and Solve Problems	3	Procurement and Contract Management	1
		Project Management	2
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	3		
Lead, and Develop People	2		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	2		
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Supportive Care Coordinator. However, there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the organisation therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Supportive Care Coordinator

Employer Signature _____ Date _____

Director Supportive Care