



An Affiliate of the  
**CANCER SUPPORT COMMUNITY**

**BOARD OF DIRECTORS**

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Brian Murray  
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**PRESIDENT**

Wendy J. Wigger

## **Gilda's Club Grand Rapids Position Description**

**Position:** Program Staff- Part Time  
**Reports to:** VP of Clinical Program or Director of Program  
Operations  
**Classification:** Part-time Hourly  
**Updated:** July 2021

### **Position Overview and Responsibilities:**

Our Program Team staff are MI state licensed mental health professionals responsible for regular and committed facilitation of weekly support and/or monthly networking groups for individuals impacted by cancer or grief of any kind (not only cancer related death) at Gilda's Club Grand Rapids.

Program Team facilitators help members connect with one another as they discover ways to reduce isolation, regain a sense of control, and find hope. Our Program Team staff are trained in the GCGR philosophy and support group approach. Facilitators cultivate group facilitation skills through participation in regular peer consultation meetings. Facilitators may also conduct 1:1 intake interviews/assessments, provide information and referral and other support offerings as agreed upon. As with all members of our team, Program Staff serve as ambassadors for our Gilda's Club's mission, core values and philosophy.

### **Qualifications and Personal Characteristics Required:**

- Master's degree in Social Work, Counseling, Marriage and Family Therapy, Psychology or related field from an accredited institution.
- Strong clinical skills, including individual assessment and support group experience.
- Comfort with issues surrounding chronic and life-threatening illness and end of life.
- Be able to embody the Gilda's Club mission and philosophy by creating a consistently warm and welcoming environment for all with whom there is contact (phone and in person)
- Willingness to implement GC psychosocial support methods, participate in ongoing peer consultation and contribute to the overall experience of a support community.
- Comfortable with telehealth platforms and using technology.

**GRAND RAPIDS**

**CLUBHOUSE**

1806 Bridge St. NW  
Grand Rapids, MI 49504

**LOWELL CLUBHOUSE**

314 South Hudson St.  
Lowell, MI 49331

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616.453.8300  
gildasclubgr.org  
info@gildasclubgr.org



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- Demonstrate an outstanding ability to connect with others, convey sensitivity, and show empathy, compassion, warmth, and grace
- Exhibit excellent phone, organizational and communication skills as well as ability to multi-task and have an eye for details
- Display a positive attitude, a sense of humor, show concern for people and community, demonstrate presence, self-confidence, sound judgment and display emotional maturity.
- Ability to administer GCGR policies and procedure while maintaining a warm, professional and personal demeanor.
- A hard-working team player with a high energy level willing to work flexible hours.
- Demonstrate sensitivity, understanding and commitment to Gilda's Club mission, core values and program philosophy and excited about its growth potential.
- A committed and dedicated person who can create the unique Gilda's Club environment and experience at all times
- A true team player who can work effectively within the Gilda's Club culture, philosophy and framework and complement the team of staff and volunteers currently in place
- A hard worker with a high energy level who is organized, detail oriented and able to handle many things at once
- A motivated self-starter of integrity who is committed to service and excellence
- An emotionally mature and self-confident person, with sound judgment and a good sense of humor who has compassion for people living with cancer and capacity to discuss cancer (and life and death issues) either with members or volunteers
- Provide annual documentation of current licensure

**Physical and Mental Requirements include being able to:**

- Lift up to 30-50 pounds including carrying, moving, rearranging furniture/tables/chairs with ease, as needed.
- Assist with general maintenance (e.g., taking garbage to the dumpster, removing bags of beverage cans, clean-up).
- Able to compose and submit reports as needed.
- Use voice to speak on the telephone.
- Must have reliable transportation to carry out duties and responsibilities of the role.
- Successfully manage the social and emotional demands of the job.

**Priority Job Responsibilities and Key Expectations**

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This position will include, but is not limited to, the following positions functions:

**1. Group Facilitation**

- a. Facilitate group members in sharing their cancer-related and/or grief experiences and gaining knowledge and information in regularly scheduled support group meetings.
- b. Serve as an expert in group facilitation and the psychosocial aspects of cancer across the continuum (diagnosis, treatment, post-treatment, long-term survivorship, end of life, caregiving and grief/loss), but not as an expert in cancer or cancer treatment.
- c. Conduct pre-group interviews, distress screening and customized membership plan if/when agreed upon with the Program Leadership.
- d. Provide back-up coverage for other support groups as needed and if schedule allows.
- e. Work to build community among all members, staff and others.

**2. Group Management and Administration**

- a. Provide telephone, mail and/or email follow-up with groups members as needed.
- b. Maintain paperwork specific to group management (rosters/attendance, group notes, information & referral tracking, pre-group intake forms, etc.)
- c. Submit all required attendance sheets and communicate with program team to management support group size and the successful transition of individuals into and out of the group.
- d. Submit invoices in a timely and accurate manner.

**3. General Program Delivery and Responsibilities**

- a. Give tours/introductory information as needed
- b. Answer phone calls when in the office
- c. Use and maintain Gnosis as needed including the calendar, kiosk, sign-ups and reporting
- d. Provide general staff assistance to the team as assigned
- e. Attend staff and program staff meetings
- f. Support and help facilitate as needed: member networking, lectures, workshops, social activities, new member meetings, customized membership plans for any Gilda's Club location (Grand Rapids, Lowell and other)

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- g. Participate when possible/assigned in GCGR community activities and clubhouse programs for the overall wellbeing of the members and as a member of the GC team
- h. Keep accurate statistical and database records in accordance with Gilda's Club policies

**4. Commit to Gild's Club Philosophy and Culture demonstrated by:**

- a. Thoroughly understanding and committing to the Gilda's Club's program and philosophy and culture.
- b. Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this position.
- c. Work with all team members to develop a supportive, communicative, and productive environment based on the Core Values and the Team Culture Standards outlined that uniquely makes up Gilda's Club Grand Rapids.
- d. Serve as Gilda's Club ambassador and spokesperson as needed.

This position will demand flexibility, creativity, and adaptability. Position responsibilities may be expanded or re-assigned based on the immediate needs of Gilda's Club Grand Rapids.

Email cover letter, resume and salary history/requirements to [jobs@gildasclubgr.org](mailto:jobs@gildasclubgr.org) No calls please.

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