



Gilda's Club Desert Cities Job Description

Job Title: Facilitator **Status:** Part Time or Per Diem
Reports To: Clinical Director **Supervises:** N/A
Location: Palm Desert, CA **Compensation:** Hourly

Hours: Part-time facilitators work 2-5 regularly scheduled hours per week; weekly groups currently meet Wednesday daytimes (10-11:30am; 1:15-2:45pm) and Thursday evenings (6-7:30pm)

ORGANIZATION OVERVIEW

Gilda's Club Desert Cities, an affiliate of the Cancer Support Community, provides professional programs of emotional support, education and fitness for people who are affected by cancer. Gilda's welcomes men, women and children throughout the Coachella Valley, of any age and with any type or stage of cancer, into a nurturing, home-like environment where they and their caregivers and loved ones can participate in support groups, fitness and expressive arts classes, educational lectures, workshops and social activities — all at no cost.

JOB SUMMARY

A Facilitator is a licensed mental health professional responsible for the facilitation of weekly and/or monthly support groups for people affected by cancer at Gilda's Club Desert Cities. Facilitators help members discover ways to reduce their sense of isolation, regain a sense of control, and find hope that they can improve their quality of life. Facilitators are specifically trained in the Cancer Support Community philosophy and methodology and utilize those skills in group facilitation at Gilda's Club. Facilitators attend clinical supervision meetings and may also be engaged to oversee and/or conduct educational workshops, individual/family counseling, intake interviews and other programs, as well as represent the Gilda's Club mission, core concepts and philosophy to the general public.

Duties and Responsibilities

I. Support Group Facilitation and Management

- Facilitate group members in sharing their cancer-related experiences and gaining knowledge and information in regularly scheduled support group meetings.
- 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), but not as an expert in cancer or cancer treatment.
- Provide telephone, mail and/or email follow-up with group members as needed.
- Maintain paperwork specific to group management (rosters, attendance, group notes, pre-group interview forms/CMPs, etc).
- Submit all required attendance sheets, reports and time sheets in a timely and accurate manner.
- Provide back-up coverage for other support groups as needed and if time allows.

II. General Program Administration and Direct Service

- May be engaged to serve as a "host" for educational workshops and other special programs. Expectations include, but are not limited to: introducing speakers/workshop leaders, providing introductory remarks, providing evaluations and closure, and providing feedback to the Program Manager on the process and content of the workshop.



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- May provide other program support, including individual or family counseling as needed and depending on resource availability.
- Voluntarily attend social events and fundraising activities (without pay) to celebrate Gilda's Club/CSC.
- Serve as a voluntary "ambassador" to spread awareness about Gilda's Club/CSC across the community at large.

III. Supervision and Professional Development

- Participate in ongoing clinical supervision meetings under the direction of the Clinical Director.
- Provide annual documentation of current licensure and malpractice insurance.
- Voluntarily participate in ongoing continuing education opportunities related to psychosocial oncology.

Minimum Qualifications

- Licensed Clinical Social Worker (LCSW), Marriage & Family Therapist (MFT) or Clinical Psychologist (PhD) in the State of California. Experienced mental health professionals actively working towards California clinical license eligibility may also be considered.
- Strong clinical skills, including support group experience and ability to work with issues surrounding chronic and life-threatening illness.
- Willingness to implement Gilda's Club/CSC psychosocial support methods in a warm, professional and informative manner.
- Documentation of licensure and malpractice insurance; Live Scan fingerprinting required.
- Proficient in verbal and written communication.
- Commitment to working collaboratively within a supportive community.

The above job description is to provide a representative summary of the major duties and responsibilities of a Facilitator and may be modified as required.

APPLICATION PROCESS

Please submit a letter of introduction and a current resume with references via email or mail to:

April Hanig, Program Manager: ahanig@gildasclubdesertcities.org

**Gilda's Club Desert Cities
73-555 Alessandro Dr.
Palm Desert, CA 92260**

No phone calls please.

Application deadline: Open until filled