

Bilingual Cancer System Navigator

The Ottawa Regional Cancer Foundation is dedicated to increasing cancer survivorship in Eastern Ontario. We facilitate access to community-based wellness support for people affected by cancer and support research to prevent, detect, diagnose and cure cancer. For more information about the Cancer Foundation, please visit www.ottawacancer.ca.

POSITION SUMMARY:

The Cancer System Navigator is the primary point of contact for clients (i.e., cancer patients and those affected by cancer). The Cancer System Navigator will manage intake and connect clients to available community-based non-medical cancer support services provided via the community cancer care hub model.

The Cancer System Navigator makes recommendations on programs that are needed to meet the requirements of clients, drawing on experience as a social worker or health care provider and knowledge of cancer care in Eastern Ontario and general health and wellness and lifestyle recommendations for chronic disease management to ensure client needs, interests and concerns are addressed.

DUTIES AND RESPONSIBILITIES: (include but are not limited to)

- Manage intake of clients to the cancer hub model, including people who approach the Ottawa Regional Cancer Foundation directly, or are referred via medical practitioners or community partners.
- Assess people affected by cancer to determine their needs and match them to necessary wellness services provided through the community cancer care hub and by community partners to address informational, psychological, emotional, spiritual, physical, social, and practical needs.
- Work in partnership with clients, starting from the client's unique experience and needs, to develop customized referrals to available services.
- Provide navigation services to help clients access services provided through the hub, including connecting them back to services in the community, as appropriate for clients' circumstances as they manage their cancer treatment.
- In co-operation with community cancer support groups and partner agencies, develop and operate cancer support programs and workshops and facilitate referral paths based on identified client needs and evidence informed practices, providing feedback on the effectiveness of programs and client services to the VP Programs and Stakeholder Engagement.
- Coordinate care with other health care and well-being professionals and partner support groups for optimal client access to well-being support services.
- Compile reports on number of appointments held, type of clients, status of clients, number of referrals made, and other information as requested.
- Adhere to the Foundation's organizational values, philosophy, policies, and procedures.



- Contribute and participate in the Foundation's philanthropy efforts. Speak with donors and prospective donors (groups and individuals) directly to describe the impact of their gifts to our clients and the types of outcomes the Foundation is trying to achieve.

QUALIFICATIONS AND KEY COMPETENCIES:

Education: Master's, or Undergraduate plus equivalent experience, in a relevant discipline (nursing, social work, psychology, health promotion, health education, nutrition, other wellness related profession). Knowledge of community based wellness support for cancer patients and their families is preferred.

Professional Affiliation: registration with accrediting body of aforementioned healthcare profession is a strong asset.

Experience and knowledge:

- Ability to assess patients' wellness and support needs, and to help individuals self-identify needs and services that can help address those needs
- Proven professional experience with individuals who have a significant emotional or physical health issue; at a minimum 3 years of direct professional experience
- Demonstrated experience working within a supportive care model providing person focused care
- Proven experience facilitating support groups
- Demonstrated experience providing navigation to access counseling options in a community services environment
- Ability to support clients in-person, or via phone or video conferencing as requested
- Strong client service orientation
- Demonstrated ability to work collaboratively across multidisciplinary teams
- Excellent interpersonal skills as well as strong written and oral communication abilities
- Knowledge of Regional Cancer Care
- Proficient with Microsoft Office Suite environment and experience with spreadsheets and databases
- Ability to work independently and as part of a team
- Ability to support practicum students and volunteers
- Demonstrated ability to deal effectively with challenging situations and to maintain healthy boundaries

Language Designation:

- Excellent verbal and written communication skills in French and English (required)

Salary & benefits:

- Full-time, permanent position
- Opportunity to be part of the new Community Cancer Hub aid in it's growth and development
- Salary range: \$63,400 (low), \$81,000 (mid) to \$98,300 (high)

- Defined benefit pension
- Exceptional health / dental plan
- 4 weeks paid vacation

Recruitment is ongoing, however we recommend that you submit your letter of interest along with your résumé on or before **June 24, 2022 by 5 pm** to NPraamsma@ottawacancer.ca.

Please note the following:

- The subject line of your email should read “Cancer System Navigator”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We know applying to a job takes time and thank all candidates for their interest. Only short-listed candidates will be contacted for an interview.