



FAMILY SUPPORT COORDINATOR

ASK Childhood Cancer Foundation is seeking a part-time Family Support Coordinator to help families navigate the pediatric cancer treatment process. The Family Support Coordinator is a non-hospital position and will supplement the support offered by ASK and Children's Hospital of Richmond at VCU clinic staff.

This position will provide organizational, emotional, and informational support to a family during the pediatric cancer treatment process to help them feel empowered to make decisions and maintain control over their treatment experience. The Family Support Program is focused on families who are beginning the process of pediatric cancer treatment.

RESPONSIBILITIES

The Family Support Coordinator reports to the Program Manager and works closely with psychosocial team and clinic staff at the ASK Pediatric Oncology/Hematology Clinic at the Children's Hospital of Richmond.

- Provide regular (weekly) check ins with long term patients (bone marrow transplant) and their families and all families in the first six months of diagnosis (monthly) to support physical and emotional needs and make appropriate referrals
- Assemble and distribute individualized supportive care packages for family members
- Make periodic visits to the outpatient clinic to meet families
- Document all interactions with families in the online client database so interactions can be reported to the care team in a timely manner
- Identify families who need additional support and make appropriate referrals. This may include but is not limited to:
 - Work with hospital care team to connect families with community supports (businesses and nonprofits) and assist a family in implementing needed services, and
 - Spend scheduled respite care time with the child in the hospital so that parents can have a break
- Maintain partnerships with community organizations and area businesses that can be enlisted to support families in various capacities
- Take the lead on organizing sibling-only events and help with other ASK events as needed
- Work with the psychosocial team to identify timely topics for families in treatment and implement strategies, including workshops and videos, to address topics of interest
- This person will report to the Program Manager

To be successful in this role, our Family Support Coordinator will be:

- Motivated to work in an emotionally challenging environment with demonstrated self-care skills

- Organized, independent and self-disciplined
- Collaborative and comfortable with families and staff of diverse backgrounds and needs.

Career Experience includes:

- Bachelor's Degree in social work, counseling, human services or a related field from an accredited institution; or relevant professional work experience.
- Experience in the cancer treatment process highly favored but not necessary.
- Working knowledge of public support services and local for-profit support resources.

This is a 20 hour/week position with the potential to grow in future years. It will require occasional evening and weekend work. The hourly rate is \$25/hr.

ASK Childhood Cancer Foundation is an Equal Opportunity employer. ASK offers a competitive salary; simple IRA with match, holidays, vacation and sick leave; a pleasant, energetic work environment; and engaging, purposeful workplace culture.

Note that the Family Support Coordinator has the option to work primarily remotely at present time, with the expectation that she/he/they will work in the ASK's Penny Tree office at 5211 W. Broad Street, Suite 102, Richmond, VA, when the office fully reopens.

To apply, please submit cover letter and resume to the attention of Denice Grawe, Program Manager, at jobs@askccf.org by Friday, November 6, 2020 at 5pm. Please write "Family Support Coordinator" in the subject line.

About ASK Childhood Cancer Foundation: Founded in 1975, ASK Childhood Cancer Foundation (askccf.org) is Central Virginia's most comprehensive provider of support services for children with cancer and serious blood disorders as well as their families. Our mission is to make their life better by providing emotional, social, financial and educational support.