

The Gathering Place is a non-profit community-based cancer center located in Cleveland Ohio that supports, educates, and empowers individuals and families currently coping with the impact of cancer through programs and services provided free of charge.

Job Summary:

Oversees and implements all program components pertinent to children, teens, and families at The Gathering Place.

Key Responsibilities:

- Designs and implements children, teens, and family programming
- Facilitates various clinical programs related to families, children and teens impacted by cancer
- Provides direct consultation (prevention assessment and education) to families and other professionals
- Assists with the creation of annual budget for children's programming
- Coordinates Animal Camp programming
- Provides direct one-to-one and group clinical support
- Creates, implements and evaluates innovative children and family programming
- Develops and maintains appropriate community referral database pertinent to children and families.
- Makes appropriate referrals to community resources for children and families
- Participates in clinical programming for the adult population as appropriate
- Maintains records and statistics of participant actions and services
- Assists in identifying, interviewing, and recommending personnel for the staffing of children's programming
- Coordinates and trains children's contract and program staff
- Represents TGP in outreach and marketing activities as appropriate
- Collaborates with the Director of Marketing and Community Outreach Manager to provide outreach and education to the community pertinent to children and family needs
- Provides education to schools and other organizations outside TGP related to children and family concerns around cancer
- Contributes to the implementation of the components of the comprehensive organizational strategic plan
- Participates in program evaluation
- Serves on TGP committees and participates in administrative activities as assigned
- Attends staff meetings
- Attends Board meetings as needed
- Communicates programming needs for volunteers, trains and supervises volunteers involved in children and family programming with Volunteer Services Manager
- Participates in bi-monthly clinical peer supervision and monthly group supervision of contract staff
- Participates in clinical programming for the adult population as appropriate
- Seeks opportunities for professional presentations/publications
- Participates in continuing education activities for personal and professional growth

- Provides information for grant proposals written for children and family programming to the Chief Development Officer and Chief Program Officer (CPO)

Relationships:

Reports to:

- Chief Program Officer

Manages:

- Clinical staff working with children in collaboration with CPO
- Contract professionals working with children and families
- Volunteers in the children's programs in collaboration with the Volunteer Services Manager
- Children-related academic placements

Qualifications:

Education:

- Master's degree in child life, social work, psychology, or other mental health field

Licensure:

- Licensed in the State of Ohio in mental health field

Work Experience:

- 3-5 years of clinical practice in mental health field related to children preferred
- Experience in both clinical group and individual practice
- Experience in oncology preferred

Knowledge, Skills, Traits and Values Required:

- Proven leadership skills that include the following competencies: program planning and management
- Strong people skills that include team building, conflict resolution and strong communication skills (written and verbal)
- Possesses an above average depth of knowledge of clinical policy and procedures relating to children and families
- In-depth knowledge of psycho-oncology and mental health related to children and families
- Possesses strong clinical skills
- Creative and innovative
- Appreciates the benefit of humor in the workplace
- Good working knowledge of community resources pertinent to children and families preferred
- Complete appropriate documentation in participant data base (i.e., Apricot and Mind-Body)
- Complies with HIPPA guidelines while managing personal health information (PHI)
- Dedicated to TGP's mission, culture and vision
- Embraces TGP's *Principles of Action*

Please reply to Beth Bennett, Chief Program Officer
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