



## **FOUNDATION SOCIAL WORKER & VOLUNTEER SERVICES COORDINATOR** **JOB DESCRIPTION**

**Job Class: Exempt      Reports To: Executive Director**

### **JOB SUMMARY:**

The role of the Foundation Social Worker & Volunteer Services Coordinator is to help coordinate the Cancer Foundation for New Mexico's programs for patients with cancer, as well as volunteer programs and services for the Foundation.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

#### Foundation Social Worker Responsibilities:

Plan, develop and organize day to day administration of all aspects of the patient services program to include: identification, screening and referral of applicants to appropriate services. Evaluate current programs and identify need for additional programs/services. Provide financial reimbursement to patients, partner hotels and other service providers as appropriate. Provide financial reimbursement to patients, partner hotels and other service providers as appropriate. Maintain accurate records and statistics of utilization of services. Research and maintain up to date community resources for appropriate patient referral. Develop relationships with other community providers to better coordinate services for patients with cancer and their families. Determine need for cancer related community education programs and most appropriate forum for delivery of these programs. Coordinate resources for provision of CFFNM screening programs that are identified in coordination with Executive Director, Board, and staff of CFFNM.

#### Volunteer Services Responsibilities:

Consult with Executive Director and CFFNM staff to plan, develop and implement volunteer services based on organizational needs and priorities. Provide program oversight to include: coordination of volunteer schedules, new volunteer orientation, ongoing educational needs, development of procedural and training materials as needed, recruitment of volunteers, and supervision and evaluation of volunteers. This will be for clinical and non-clinical volunteers. Maintain database of volunteers and hours of work, prepare monthly reports for the Executive Director, recommend necessary changes or adjustments to the volunteer services program. Assist with special event planning and coordination of volunteers for special events of the Foundation. Develop and maintain regular volunteer recognition programs and activities.

All other duties as assigned by the Executive Director.

**REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):** *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Position requires social worker, RN, or licensed counselor, with ideally volunteer engagement experience
- Proficient with oral and written communication skills
- Demonstrates good interpersonal skills and attention to customer service
- Demonstrates competent organizational skills with the ability to work independently
- Willing to expand personal knowledge of not for profit procedures and operations

**NEEDED ATTRIBUTES or CORE COMPETENCIES:**

- Be a team player and be able to work with a diverse group of people.
- Be able to work with a high level of work ethics and integrity.
- Be self-motivated and require little to no supervision.
- Be able to maintain a high level of confidentiality
- Be able to multi-task and handle multiple deadlines.
- A positive outlook on life, self-assurance, and a good sense of humor are critical for success in this position with the Foundation.

**WORKING CONDITIONS AND PHYSICAL EFFORT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job the employee is regularly required to sit, stand, walk, talk, listen, and reach with hands and arms.
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding, handling of equipment, use of calculator, etc.
- While performing the duties of this job the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The employee must regularly lift and move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually low to moderate.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Travel locally, to Albuquerque and to Northern NM will vary.

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date