

Director, Clinical Programs

The mission of Gilda's Club Westchester (GCW) is to create welcoming communities of free support for everyone living with cancer – men, women, children and teens -- along with their families and friends. Gilda's Club Westchester offers support and networking groups, lectures, workshops and social events. Our innovative program is an essential complement to medical care. GCW is an affiliate of Cancer Support Community (CSC), the largest network of professionally-led cancer support worldwide.

Gilda's Club Westchester's Director, Clinical Programs will lead, manage and coordinate the organization's programs for adults. This individual will work with all Gilda's Club audiences, but most specifically with participants in our programs, GCW program staff and independent licensed mental health professionals, the professional community, and volunteers.

Reporting to the Chief Executive Officer, the Director, Clinical Programs will be a member of the executive management team and will plan and direct the day to day activities of the GCW program. Working collaboratively throughout the organization, the Director of Clinical Programs will take the lead to ensure that program efforts are consistent with and supportive of GCW's overall strategic plan and vision. The Director, Clinical Programs will also work collaboratively with the Director of Outreach and Program Development and the Director of Youth Programs and Quality Improvement.

Major Responsibilities:

- Oversee the effective delivery of clinical services through program management and evaluation, staff development and program growth; work with CEO to ensure compliance with funding source requirements.
- Utilize clinical skills to manage, and guide, programs which include: distress screenings, individual short-term counseling, group support, lectures, workshops, time-limited support and skills-based trainings, and social activities.
- Facilitate support groups and conduct individual short-term counseling sessions.
- Support program development: pilot, implement and evaluate new programs. In these efforts, must be comfortable working with the CEO, the Program Task Force, the Director of Outreach and Program Development and the Director of Youth Programs and Quality Improvement.
- Strengthen existing programs by building relationships with new (and existing) referral sources, including hospitals, oncology practices, and cancer-related organizations. Attend hospital cancer committee meetings.
- Recruit, train, manage and evaluate program staff, including full-time, part-time, and independent contractors. Collaborate with the Director of Outreach and Program Development and the Director of Youth Programs and QI when appropriate.
- Serve as liaison to the organization's Program Task Force that helps guide and support clinical programming (comprised of board members and clinical professionals from the community).

- Provide oversight for accurate statistical and database records in accordance with GCW policies. Oversee the scheduling, production and distribution of the monthly Program calendar.
- Working with the CEO, manage the program in a fiscally responsible way. Assist with the development of the budget for program functions; accountable for staying within budget projections.
- Communicate regularly with the CEO and fellow management team members, including the development team to support fundraising efforts.
- Serve as liaison to Cancer Support Community; operate within GCW and CSC standards and guidelines.

Requirements:

- Licensed Clinical Social Worker or related mental health licensure.
- Minimum of 5 years of post-graduate experience, including both clinical and administrative/supervisory experience.
- Knowledge and understanding of the cancer experience -- for those diagnosed and their families.
- Demonstrates sensitivity, understanding and commitment to the GCW mission, core values and program.
- Commitment to professional development for existing staff.
- One evening per week required (12:30-8:30pm).
- A history of working with diverse populations and a commitment to increasing diversity among staff and members.
- A track record of being an effective leader, oral and written communicator, and supervisor.
- Computer literate.

The successful candidate will be:

- A visionary and empathic leader committed to the GCW mission
- Motivated by change and innovation
- A person of integrity to ensure legal and medical standards in all aspects of the work
- A good listener and problem solver
- A motivated self-starter who is committed to service and excellence
- A team player who is flexible and creative
- Emotionally mature and self-confident, with sound judgment and a good sense of humor
- Able to complement the team of staff and volunteers currently in place

Salary will be commensurate with experience and previous compensation. For more information on Gilda's Club Westchester, please visit our website at www.gildasclubwestchester.org. Please email resume and cover letter to cosborn@gildasclubwestchester.org