



Program Director Job Description for a licensed Mental Health Provider (LPC, LSW, MFT, LCSW/CSW, PSY)

Benefits: Professional development, holidays, sick leave, PTO, Benefits stipend
Office hours: Mon-Thurs. 9:00 am–5 pm, with room for flexibility

Location: Durango, Colorado

Salary: \$53,040 - \$57,720 depending upon licensing and experience

FLSA Status: 0.75 FTE, Exempt – 30 hours per week

Reports to: Executive Director

Who We Are

At [Cancer Support Community Southwest Colorado](#) (CSC-SWCO), (a Network Partner of [Cancer Support Community](#) (CSC) Global Services), we exist as a small non-profit organization providing comprehensive, high-quality programs and services that address the social and emotional health of all people touched by cancer in Southwest Colorado.

Every individual in our organization strives to connect people to one another, to provide resources and programs that decrease social isolation, and support people impacted by cancer through all phases of their cancer journey. We believe that Community is Stronger than Cancer.

Our Vision is that everyone impacted by cancer receives the support they want and need throughout their experience.

Our Mission is that we uplift and strengthen people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care.

Our Core Values

Respect and Dignity • we recognize unique needs, desires, abilities, hopes
Integrity and Accountability • we are ethical, fair, honest, open, credible, trustworthy, caring
Kindness and Compassion • we speak authentically, and are responsive, empathetic listeners
Teamwork • we are dedicated partners, and respectful of talents and contributions
Empowerment • we educate, encourage, advocate, and support

Your Role

As the Program Director, you will be an integral part of developing and implementing a plan for our organization's programs, providing direct services to meet our participants' clinical and psychosocial needs, and evaluating our service reach and impact to better meet the needs of Southwest Colorado's Cancer Community.

Your Team



You will be collaborating closely with the Executive Director, the navigator, as well as other staff, volunteers, contractors, facilitators, and will be responsible for assessing and supporting our participants, their families, and caregivers.

You will join us in building relationships within our service area community, and with other CSC program directors and leadership within the CSC network.

Your Responsibilities

You will:

- Utilize your clinical skills to provide distress screenings and needs assessments, link to our programming and make referrals to extended mental health services, as needed
- Develop, implement, and manage innovative psychosocial supportive care programs for CSC-SWCO, including community outreach, educational and healthy lifestyle classes, group support, and social events.
- Continually assess the educational needs of CSC-SWCO participants to fine-tune program planning, taking into consideration barriers to understanding (e.g., literacy, language, cultural influences, accessibility, and comorbidities) and ensure that communication is culturally sensitive.
- Participate in the development of strategic goals and objectives related to program delivery, its reach, and routine evaluation of program and service effectiveness.
- In collaboration with the Executive Director, provide input for annual budget for all participant-related services, programs, and community outreach.
- Work with our marketing and outreach staff and volunteers to publicize programs and assist in the production of program printed collateral and management of our program calendar.
- Collect and analyze program utilization trends, develop participant statistical data, and submit Program Statistic Reports to CSC Headquarters, and internally, as required.
- Use your knowledge to build solid program participation, network with nonprofit partners, the medical community, and other external partners (funders, donors) relationships.
- Provide evidence of ongoing education regarding psychosocial oncology issues and represent CSC-SWCO at regional CSC meetings, the Annual Leadership Conference, and other Network Partner professional meetings, held virtually or in a hybrid format.
- Maintain the flexibility to work an occasional varied schedule within allotted hours and provide other organizational support, as necessary.



Your Qualifications

Education

Masters' prepared mental health professional from an accredited graduate school, holding a current and unrestricted license to practice in the state of Colorado, and maintenance of the license and licensing requirements.

Your Knowledge, Skills & Experience

Essential

You:

- Demonstrate a commitment to understanding the psychosocial, physical, practical, and spiritual impacts a cancer diagnosis imparts on participants and their families.
- Possess strong clinical skills, including support group experience and the ability to work with issues surrounding chronic and life-threatening illness.
- Have a minimum of 2 years in a leadership position with demonstrated experience in self-management, managing people, programs, and budgets.
- Are a team builder with strong skills in leadership and management.
- Hold the capability of being a catalyst with vision who can create excitement and energy around CSC-SWCO's programs and can join us at encouraging others to support our organization.
- Embody high professional standards and demonstrate warmth and compassion as well as skilled professional boundaries while building and maintaining a sense of community.
- Have solid computer proficiency - experience with Word, Excel, PowerPoint, and data management.
- Possess exceptional verbal and written communication skills, including the ability to speak publicly.
- Can maintain strict confidentiality, including adhering to established regulations concerning CSC participant information and privacy.

Desirable

- Have experience at providing virtual meetings and classes.
- Possess English/Spanish speaking skills.

The above position description is to provide a representative summary of the major duties and responsibilities of the Program Director and may be modified as required by changes in Cancer Support Community Southwest Colorado's structure or in personnel.