



Program Director Job Description

Part-time - (20-24 hours per week - negotiable)

Job Title:	Licensed Clinical Social Worker (LCSW) - Program Director
Location:	Durango, Colorado
Organization:	Cancer Support Community Southwest Colorado
FLSA Status:	Part-Time, Hourly (20-24 hours per week, negotiable)
Salary:	\$30-\$37 per hour, commensurate with experience
Benefits:	Professional Development, holidays, sick leave, PTO, FMLA
Reports to:	Executive Director

Position Summary

Cancer Support Community Southwest Colorado (CSC Southwest Colorado) seeks a part-time Licensed Clinical Social Worker to serve as our Program Director to support people affected by cancer and build relationships with our local community and healthcare organizations. Collaborating with the Executive Director, the Program Director will develop, implement, and manage all clinical programs, supervise facilitators, provide direct services, and engage in community outreach. The role ensures that all programs align with Cancer Support Community guidelines and effectively uses the skills of staff, volunteers, and interns.

Duties and Responsibilities

Program Administration

- Develop, implement, and manage innovative psychosocial programs, including group support groups, educational programs, social events, and healthy lifestyle activities.
- Recruit, hire, evaluate, and supervise program facilitators, and adjunct instructors, ensuring all program staff adhere to CSC policies and program guidelines.
- Utilize clinical skills to implement distress screenings and orientation of participants.
- Oversee and coordinate coverage for all in-person and virtual support groups, workshops, and events.
- Be available to address program-related inquiries and issues from staff, participants, and external agencies as needed.

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 personnel.

Assessment and Evaluation

- Collaborate with the Executive Director to create quarterly reports to send to CSC Headquarters and to our local Board of Directors. Based on quarterly data and metrics, evaluate program effectiveness, and adjust accordingly.
- In collaboration with the Executive Director, conduct an annual review of the CSC Southwest Colorado's strategic plan and goals, including an evaluation of the psycho-oncology services provided to cancer patients and their families in Southwest Colorado.
- Provide program metrics and data to support grant development and implementation.

Communication and Outreach

- Present to health care professionals and community groups, as opportunities arise.
- Oversee our Professional Medical Advisory Board.
- Participate in supplemental fundraising efforts, as necessary.
- Develop content for our program calendar.
- Oversee our inventory of program materials and community resource information.

Staff and Program Oversight

- Manage Program staff and facilitators according to CSC Southwest Colorado's policies.
- Recruit and connect staff with CSC resources.
- Maintain a cohesive, respectful team environment.
- Attract and motivate highly skilled staff.
- Support staff career development and professional growth.
- Ensure programs are in alignment with CSC's standards and policies.
- Oversee and orient workshop presenters and instructors, ensuring quality and adherence to CSC's standards and policies
- Engage with Program Directors from other network partners to share best practices and support.

External Relations

- Function as a liaison to referral sources, media, and other key stakeholders.
- Promote CSC Southwest Colorado as a leader in cancer wellness and support through initiative-taking outreach and marketing to relevant organizations and nonprofits.
- Ensure CSC Southwest Colorado's mission and services are consistently portrayed in a positive and forward-thinking manner.

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Important Skills and Requirements

- Licensed master’s prepared social worker, having documentation of licensure in Colorado, which is required upon hire and at each renewal period
- Possess three years of strong clinical skills, including support group experience and the ability to work with issues surrounding chronic and life-threatening illness
- Effective time management and leadership skills
- Superior written and verbal communication skills
- Critical thinker and cross-functional collaborator
- Solid computer proficiency – experience with MS Office and its Apps, including data management
- Can maintain strict confidentiality, including adhering to established regulations concerning CSC participant information and privacy
- Having experience providing virtual meetings and classes is desirable
- Ability to work flexible hours, which may include evening program support

About Cancer Support Community

The Cancer Support Community is a global nonprofit that uplifts and strengthens people impacted by cancer. We are dedicated to fostering a community where people find connection, compassion, and knowledge. We provide professionally led support and navigation services, along with social connections and award-winning education — when, where, and how impacted individuals prefer throughout their cancer experience. These resources are available at 196 Cancer Support Community, Gilda’s Club, and healthcare partner locations as well as online and over the phone — all at no cost. We amplify the voices of those impacted by cancer through research and advocacy and create solutions that break down barriers to care and close the healthcare gap for communities whose members are disproportionately affected by cancer. www.cancersupportcommunity.org

Our Vision and Mission

Our Vision is that everyone impacted by cancer receives the support they want and need throughout their experience. Our Mission is to uplift and strengthen people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care. We believe Community Is Stronger Than Cancer.

Cancer Support Community is an Equal Opportunity Employer

Please send cover letter and resumé to:

Toni Abbey, Director

Cancer Support Community Southwest Colorado

hope@cancersupportswco.org

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