

C.U.R.E. Childhood Cancer Association

POSITION: Bereaved Family Advocate

REPORTS TO: Executive Director

FLSA CLASSIFICATION: Non-Exempt

MISSION:

C.U.R.E. Childhood Cancer Association improves the lives of Children and their Families coping with childhood cancer or chronic blood disorder by providing educational, emotional, financial and social assistance; promoting and funding research toward a cure.

We are Embracing Families at Every Turn.

SCOPE OF THE POSITION:

Provides support to Bereaved Families in the hospital setting or at events. Incumbent will establish relationships with Families and connect them to resources and support. Incumbent will also budget for, plan and execute programming geared specifically toward Bereaved Families.

WORK ENVIRONMENT:

C.U.R.E. Childhood Cancer Association is a small and evolving organization with the expectation that all employees participate in organization-wide responsibilities and tasks. There will be times when staff members are asked to perform tasks outside their job description to support other staff members.

C.U.R.E. asks employees to maintain the philosophy of which the organization was founded and support one another on the team and to adhere to confidentiality, while keeping the mission, core values and goals of the organization in mind.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CONNECTING WITH BEREAVED FAMILIES

- When possible, meet with Families receiving terminal palliative care support to begin to establish relationships with them.
- Contact recently Bereaved Families to check in with them and connect them with any support or resources they may need
- Coordinate the completion of Anniversary cards to Bereaved Families, including updating and maintaining the database of addresses
- Plan the annual Brick Laying Ceremony for recently Bereaved Families
 - o Including but not limited to identifying a brick engraver, contacting Families for brick wording, inviting Families, planning refreshments
- Plan the annual Remembrance Ceremony
 - o Including but not limited to budgeting for the event, contacting Families, working with the committee of Bereaved Parents and hospital staff to plan the details of the event, coordinating venue and refreshments, evaluating the program annually to ensure Families are being heard and engaged.
- Planning an annual gathering for Bereaved Families
 - o Including but not limited to budgeting for the event, venue selection, entertainment, refreshment selection, inviting Families, post-event evaluation

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- Attending monthly bereavement group meetings
 - o Facilitating meeting, encouraging conversation, reaching out to recently Bereaved Families ahead of time to invite them to attend
- Planning Bereaved Parents' Night Out activities
- Developing programming geared toward Bereaved Families, meeting their needs and engaging them while also providing needed resources.

REQUIRED SKILLS

- Bereaved Parent who lost a child to cancer (preferred)
- Ability to communicate sensitively and patiently to family members is essential.
- Must possess ability to write and produce communication pieces.
- Proficiency with Microsoft Office and Excel
- Must possess ability to work in a professional environment, including working with confidential information.

PHYSICAL DEMANDS

Employees in this position are regularly required to sit, talk or hear, in person and by telephone; sit for prolonged periods; use hands repetitively to handle, feel or operate standard office equipment and reach with hands and arms. Employees are frequently required to walk, stand and lift up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with organization management, staff, the public and others encountered in the course of work.