



POSITION: Parent 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:

Incumbent will provide emotional support to all of C.U.R.E.'s Families at Golisano Children's Hospital. Incumbent will work with both inpatient and outpatient families, in addition to following up with families not currently in the hospital (whether they are survivors, on treatment at home or bereaved). The Parent Advocate serves as C.U.R.E.'s on-site representative at Golisano Children's Hospital and promotes awareness of our organization and our programs. The Incumbent will work alongside our current Parent Advocate and manage a wide variety of programs, services, and events to promote understanding of childhood cancer and chronic blood disorders and treatments of these diseases, in addition to providing emotional support and financial assistance to family members.

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 and goals of the organization in mind.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts daily visits with inpatient and outpatient families providing parking vouchers, support, offering parents breaks from rooms etc.
- Ensures that C.U.R.E.'s programs meet the needs of its families.
- Responsible for introducing new families to C.U.R.E. and providing the C.U.R.E. comfort bag upon diagnosis of their child.



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- Maintains statistics on services offered and provides those statistics to the office to be posted to the database and collected for the Annual Report.
- Attend calling hours/funerals and maintains contact with bereaved families. Help arrange funeral services with families when needed.
- Makes themselves available to come into hospital in the event of a family crisis
- Develops and maintains a close working relationship with both clinical and hospital staff and attends clinical meetings with hospital team. Acts as C.U.R.E.'s liaison with hospital staff promoting C.U.R.E.'s services whenever possible.
- Attend events/fundraisers to benefit C.U.R.E. both monetarily and through goodwill.

REQUIRED EDUCATION AND SKILLS

- Must be the parent of a long-term cancer survivor (Critical)
- Must be able to work closely with hospital/Staff and possess good people skills
- Must possess a broad knowledge cancer treatments and protocols as well as area resources
- Ability to be a good listener and must be able to advise and advocate for families within the hospital system.

PHYSICAL DEMANDS:

Employees in this position are regularly required to sit, talk or hear, in person and by telephone or computer video chat; sit for prolonged periods; use hands repetitively to finger, handle, feel or operate standard office equipment and reach with hands and arms. Employees are frequently required to walk, stand and lift up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



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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.