



Job Announcement

Title: **Wellness Coordinator**
Department: **Women's Cancer**
Reports To: **Director, Women's Cancer Program**
Status: **Full time, Non-Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.

OUR HISTORY:

For 45 years, Shanti has been cultivating compassion in our community. Founded in 1974 by Dr. Charles A. Garfield at the UCSF Cancer Institute, Shanti was one of the first volunteer organizations in the United States to provide support to people with life-threatening illness. From our earliest days, Shanti has shined a light on the invisible suffering that accompanies illness and isolation. And we have called on the community to be the difference between zero and one—the difference between facing life's most difficult challenges alone or with one person by your side.

POSITION SUMMARY: The Health and Wellness Coordinator will foster and support a caring community that promotes and celebrates survivorship for women living with cancer. This includes building connections with clients, creating safe spaces and providing activities that promote mental, emotional and physical well-being including classes, workshops, and complementary care. The Health and Wellness Coordinator will need to be innovative, flexible and adaptive to be able to create these activities remotely to adhere to the necessary COVID-19 restrictions. This position allows someone to have a direct impact on clients and provide them the much-needed community support during this time when many are suffering from severe isolation. They will also spend approximately half of their time providing care navigation for our clients within our Shanti model of service.

Primary Duties:

The Health and Wellness Coordinator is primarily responsible for the design and implementation of our Health and Wellness Program within the Women's Cancer Program that includes classes, workshops, and complementary care for women with cancer

- Manage Wellness Program activities, including facilitators, volunteers, budget and logistics
 - Manage logistics for Wellness Program including scheduling for classes, workshops, complementary care treatments and special events
 - Outreach to and support facilitators
 - Liaise with volunteers who support the Program
 - Manage budget and track expenses
 - Track and maintain Wellness Program units of service
- Provide Care Navigation to clients with cancer including: case management and individualized care planning, emotional support, client needs assessments, patient and social services

advocacy, appointment accompaniment and high-touch referrals to other resource providers within the community.

- Provide emotional support and practical assistance to clients, which includes social services appointments, home and hospital visits.
- Maintain client files and records monthly units of service (UOS) as required by contracts.
- Oversee new complementary care support program

Secondary Duties:

- Facilitate ongoing community outreach for Women’s Cancer Program with partners, CBOs, churches, social service organizations, etc.
- Develop and maintain close working relationships with community partners and key referral medical centers, primarily with San Francisco General Hospital (ZSFGH), University of California San Francisco (UCSF), California Pacific Medical Center (CPMC), Kaiser, Northeast Medical Services (NEMS), Chinese Hospital and others.
- Participates in agency functions and fundraising activities as assigned.
- Participate in other programmatic duties as needed

Qualifications:

- B.A./B.S. and a minimum of 3 years’ experience providing support services (including individual and group support) required
- Experience planning and facilitating interactive meetings and/or trainings including using virtual meeting platforms
- Bilingual English/Cantonese or English/Spanish preferred
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, volunteers, clients and external partners, both verbally and in writing.
- Ability to use sound judgment in responding to issues and concerns
- Solid organizational skills and ability to multi-task with demanding timeframes
- Must be self-motivated, energetic and committed
- Demonstrate sensitivity and comfort working in a culturally diverse environment
- Highly collaborative and relational: values team cohesion and positivity
- Understanding of cancer and/or women’s health issues
- Meticulous data management and reporting
- Proficient in Microsoft Office Suite, familiarity with database management (Salesforce preferred) and virtual meetings programs.
- Ability to work flexible hours
- Commitment to the Shanti Model of Peer Support

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required navigate and travel around the city of San Francisco using public transportation and be comfortable walking or standing for extended periods. This position requires a high level of written and spoken communication. The employee is required to use a computer and smart phone to regularly input program data, schedule appointments, and communicate with Shanti staff, Clients and community partners.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

APPLICATION PROCESS: To apply, please send a **resume and a cover letter** to Judith Harkins, jharkins@shanti.org. Please no phone calls.