



## DELAWARE BREAST CANCER COALITION, INC. POSITION DESCRIPTION

<b>TITLE:</b>	<b>Bi-Lingual Survivorship Specialist</b>
<b>DIVISION &amp; PROGRAM:</b>	<b>Education and Survivorship Team</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>EMPLOYMENT STATUS:</b>	<b>Full-Time: 35 hrs. Per week</b>

### **SUMMARY:**

As a member of the ***Education and Survivorship Team***, this position is responsible for special projects including support for those diagnosed with breast cancer; marketing of the Mentoring and Research programs; and data collection for DBCC research and programs.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in education, health-related field, social science, or social work with program development experience and proven experience working with diverse communities. Proven written and verbal Spanish bi-lingual capabilities.

### **ESSENTIAL POSITION REQUIREMENTS:**

1. Implement and evaluate a mentoring program for individuals newly diagnosed with breast cancer in Delaware with focus on the Spanish speaking population.
2. Serve as the liaison between the newly diagnosed and DBCC in Delaware.
3. Assist in securing funding for the continuation of programming.
4. Collaborate with team members and local cancer centers to conduct classes and programs for newly diagnosed patients with a focus on the Spanish speaking population. Market DBCC programs to physicians, hospitals, breast centers, and imaging/radiology sites, all related to breast cancer.
5. Participate as a staff member of the Breast Cancer Update Planning Committee and the Research Committee.
6. Maintain accurate, up-to-date records of grant-related activities and outcomes and submit completed reports to appropriate individuals, organizations, etc. in a timely manner.
7. Implement support groups for those survivors that speak the non-English language of the specialist.



8. Offer Yes2Health to the Spanish speaking community across the state, either in-person and/or virtually.
9. Update File Maker in a timely manner.
10. Attend grant/volunteer-related conferences and trainings.
11. Serve as a representative for DBCC at community events or meetings.
12. Assist in agency event preparation and participation in fundraisers.
13. Provide additional information and reports as necessary for agency evaluation processes.

**WORKING HOURS:**

This position is a 35 hour per week full-time position. The working hours for this position are normal business hours Monday – Friday from 9:00 – 5:00, although work hours will be scheduled for evenings and weekends depending on the needs of the program and agency.

I have read, understood, and agree to perform the duties listed in this position description and as reasonably requested in the circumstance. I understand that this position description is not a contract of employment, warranty of benefits, or guarantee of future employment. I further understand that all requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

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Employee's Name (Print)

\_\_\_\_\_  
Employee's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Personnel Name (Print)

\_\_\_\_\_  
Supervisor/Personnel Signature

Date \_\_\_\_\_