

Position Title: Manager, Cancer Program

Department: Cancer Center

Job Code #

Purpose: Provides leadership for the provision of patient care area under the direction of or in the absence of Director of Oncology Services. Assists with the management of fiscal and human resources, development of personnel compliance and regulatory standards and ACOS approved program standards and fosters collaborative relationships.

Reports To: Director, Cancer Center

Supervisory Responsibility: Small Group Responsibility: The job requires direct supervision of a small work group or unit This includes responsibility for up to 6 employees. Job dupes include the full range of supervisory activities such as hiring, training, assigning, monitoring and assessing work, promoting, etc. Work involves ensuring that human resource related decisions are compatible with the organization's policies, practices and direction.

Materials Responsibility: Moderate: Work requires moderate responsibility for material resources. Examples of resources could include operating budgets for a work unit or department, specialized equipment, costly or unusual materials or supplies, large amounts of cash or other material assets. The employee has a moderate amount of control over these resources. The cost of errors might result in moderate damage, waste or financial loss. The difficulty, variety and depth of problems associated with these material resources is moderately complex.

Key Relationships: Co-workers/Health System Employees, Outside Agencies/Other Health Care Providers, General Public/VisitorsNolunters, Physicians/Medical Office Staff, Patients, Families, and Significant Others, VendorstClients, Auditors/Review Agencies, News Media.

POSITION SPECIFICATIONS

Education:

Masters or graduate degree or equivalent experience

Field of Study:

Health Care Studies

Special Training:

N/A

Training Preferred:

Oncology Experience/certification, OCNILSW

Licensure/Registration:

NIA

Experience:

More than 5 years experience required.

Interpersonal Skills:

Interaction is with a variety of people inside or outside the organization. Communications are often difficult or stressful in nature. Contact with others involves complex, detailed and often sensitive topics. The job requires a high degree of Interpersonal skills to deal with a range of complicated problem situations. Interactions involve gaining the agreement of others.

Physical Demands:

Low Intensity: Work requires a light or low amount of physical exertion. The job requirements for manual dexterity or

physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. The degree of physical strain produced on the job is somewhat taxing, but does not usually produce fatigue and require periods of rest. Freedom of movement exists, and the job does not confine the employee to a prescribed body posture. Body movement **usually** involves sitting and Intermittent walking. The position exceeds these low intensity demands rarely, 10% of the time or less.

Working Conditions:

There is very limited exposure to adverse environmental conditions. Some undesirable or unpleasant environmental characteristics may occur but the physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required. The amount of time the employee may experience these minor adverse conditions would be limited to 10% or less of the work day.

Possible Exposure to Blood Borne Pathogens:

Yes

SERVICE EXCELLENCE EXPECTATIONS

Upholds the values of *Respect •Integrity *Compassion *Accountability *Excellence

Meets or exceeds customer service expectations:

#Courtesy *Consideration •Communication *Cooperation *Commitment

High Frequency Competencies:

Change Facilitation P693

Collaboration: Multidisciplinary P657

Computer Use A636

Data Analysis P668

Education Program Coordination P603

Equipment Operation A135

Human Resource Management: Manager LH104

Information Management: Manager LM104

Management of volunteers 1-102

Policy Monitoring P159

Relationship Building: Manager LR104

Strategic Plan Management: Manager LS104

Collaboration: Community P654

Community Health Development 8500

Consultation 7910

Delegation P7650

Environmental Safety Management 1-144

Financial Management: Manager LF104

Infection Control 13540

Management of Patient Care Areas) 1-135

Patient Identification A100

Quality Management: Manager LQ104

Staff Supervision 7830

Team Work Promotion: Manager LT101

High Frequency Equipment:

Computer 184