ABOH Patient Program Coordinator – SW Florida

Organization Summary:

A Breath of Hope Lung Foundation (ABOH) seeks a compassionate professional with experience in direct social work to join our team as we advance our mission to change lung cancer outcomes in the U.S. through research, education and support of patients and their families.

ABOH was founded in 2008 by a group of lung cancer patients, their families and their oncology nurse. The group recognized that this highly stigmatized and deadly disease would only receive the attention and funding it deserves through ongoing public education. Before incorporating, the founders planned the first ABOH Lung Run/Walk Twin Cities in 2007 to educate the public about lung cancer, support lung cancer patients and their families, and raise money to support vastly underfunded U.S. lung cancer research projects.

ABOH hosts a Fort Myers Lung Run/Walk each year. This new staff position allows ABOH to expand its program services into Florida. The Patient Program Coordinator will work with local hospital staff, patients and caregivers while expanding the current volunteer pool to offer ABOH services in Fort Myers.

With a survival rate of less than 20%, lung cancer is the deadliest of all cancers claiming more lives each year than breast, colon and other cancers combined. Despite the stigma and belief that lung cancer is the ‘smokers’ disease’, half of those diagnosed each year are people who never smoked or had already quit. Low income communities and seniors are hardest hit by lung cancer and most likely to be diagnosed in late stages. Regardless of personal choices and the cause of the disease, ABOH knows that lung cancer is anyone’s cancer and we believe every life is worth fighting for.

Office Location: Your home near Fort Myers, Florida

Service Location: Southwest Florida

Category: Patient Program Coordinator

Job Type: Part Time, 15-20 hours/week (actively working 2-3 days/week, with patient calls returned M-F during business hours)

Activity Area: Health and/or Disease Control
Closing Date: Open until filled

**Position Overview:** Reporting to the Patient Support & Outreach Manager and Executive Director in our corporate office, this team member plans, develops, and executes the ABOH Patient & Family Support program in SW Florida, performs community outreach to raise awareness about lung cancer, and provides direct support services to local lung cancer patients and their families. This position is responsible for volunteer recruitment, training and screening volunteers, coordinating patient rides, taking patient calls Monday thru Friday, and promoting the SW Florida Lung Run/Walk.

**ESSENTIAL JOB FUNCTIONS and KEY ROLES:**

Develop and maintain relationships with key contacts at partner hospitals

Work with hospital staff to ensure smooth and efficient patient referrals to the program, including making sure that appropriate staff are aware of the program and HIPPA laws are respected

Coordinate rides for patients as requested by phone or email

Connect patients with appropriate volunteer companions as requested by patients with the goal of 98% completion

Recruit, screen, and train volunteers to drive patients to medical appointments, serve as companions, and to speak at community engagements

Promote ABOH events, Ambassador Program, Animated Patient Program in community

Develop new relationships with cancer centers that may request our programs in the future.

Attend ABOH events to help manage volunteers and provide hospitality, as well as to recruit volunteers for upcoming events and program needs

Maintain accurate and timely records of all data related to the programs, including tracking data for ABOH grant reporting purposes

Follow-up with volunteers, patients, and hospital partners to maintain relationships and gather feedback for improving program

Assist in developing content for the ABOH website and marketing materials specifically related to awareness or patient support programs (patient testimonies, photos, stories, etc)

Provide recommendations to the Patient Support & Outreach Manager and Executive Director about potential opportunities to further serve lung cancer patients and their families.

**Other duties as assigned**

**Skills/Requirements**

Reliable transportation

Associated of Bachelor's Degree preferred in related field (LSW, RN, LPN, Public Health, Communications)
Respectful of people without regard to age, gender, race, culture, religion, sexual orientation or economic condition

Desire to learn about lung cancer, the world’s deadliest cancer

Two to five years nonprofit or other related experience preferred

Ability to report metrics and data about program activities

Possess strong written and verbal skills, must have basic computer skills

Work will be completed in Fort Myers and other SW Florida areas. There will be weekly phone meetings with the Patient Support & Outreach Manager (based in Minnesota), as well as scheduled community meetings and events in the community.

This position reports to the Patient Support & Outreach Manager and Executive Director. A strong team player is of the utmost importance.

How to apply

Send your resume, cover letter and three professional references* to:
A Breath of Hope Lung Foundation, Attn: HR
PO Box 387
Wayzata, MN 55391
or
jobs@abreathofhope.org

The first interview will be conducted via FaceTime or Skype. Second interviews are conducted in person.

Salary: DOQ