



POSITION DESCRIPTION

Contract Outreach Program Leader, Lethbridge, AB

Wellspring Alberta is a charitable organization that supports, informs, and empowers those diagnosed with cancer by helping them address the fear, isolation, disruption and practical problems cancer can bring to their lives. An affiliate of the Wellspring Cancer Support Foundation, Wellspring Alberta provides a comprehensive range of programs, support and resources, so anyone living with cancer and the people who care about them can improve the quality of their lives. All programs and services are informed by evidence and offered free of charge and without referral in three centres and online. Our vision is that no one has to face cancer alone.

Wellspring Alberta's work is made possible through the generous donations of individuals, corporations, foundations and grassroots fundraisers, and with the efforts of committed volunteers, dedicated staff and skilled contracted program leaders.

Wellspring Alberta's Program Leader team is a team of highly skilled professionals with big hearts. Wellspring Alberta offers over 70 evidence-informed programs. Each program is unique and requires a different skill set. Most programs are under 2 hours, run once a season, 3 times a year.

The opportunity:

Wellspring Alberta is dedicated to bringing cancer support programs closer to communities throughout the province. While online and phone-based programs have helped expand its reach, Wellspring Alberta recognizes the importance of in-person programs to ensure that no one faces cancer alone. Through a community-driven approach, Wellspring Alberta is working to create sustainable cancer support communities in regional and remote areas, such as the new Cancer Connect program, co-created to meet the needs of those living with cancer.

Reporting to the Program Director, the Outreach Program Leader is responsible for leading [the Cancer Connect Program](#) in Lethbridge. This is a contract position, with the program running with volunteer support in community spaces. Occasional travel and evening work maybe required.

Responsibilities:

- Abide by the standards of leadership and policies outlined in Wellspring's Program Leader's Guide.
- Create a safe, warm and welcoming environment. The professional group leader maintains primary responsibility for the leadership and management of the group process.
- Provide support, direction and feedback to volunteers who will assist and support the program, in collaboration with the Outreach Team Lead.
- Record attendance and other administrative duties as requested.
- Refer any needs or concerns that require follow up to Wellspring staff.
- Engage in the Wellspring culture of philanthropy by taking opportunities within the program setting to recognize the importance of philanthropy for program delivery.
- Make announcements to program participants, from time to time, based on wording provided by the program team with respect to upcoming Wellspring initiatives or events.
- Communicate in a timely way with the Wellspring program team as required.

Required knowledge and skills:

- Be a graduate of a recognized post-secondary institution.
- Be a professional from a relevant discipline (e.g. social work, nursing, psychology), a member in good standing with the association which governs the profession as applicable (e.g., Alberta College of Nurses), and provide to Wellspring a copy of the registration.
- Experience within a health care or allied health care setting, cancer care in particular, is an asset.
- Have a minimum of 3 years of experience leading groups within a supportive care model.

To apply:

To apply, please submit a cover letter and resume to outreach@wellspringalberta.ca. Wellspring has a standardized fee structure for Program Leaders. This posting will close once we have found a successful candidate. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

Inclusion Statement

Wellspring Alberta is committed to being an inclusive organization. We are in a process of expanding the diversity of identities and lived experiences, to be more reflective of the communities in which we work and live. To support this process, we've become an employer partner of the Canadian Centre for Diversity and Inclusion, developed an Advisory group, and we are taking action as part of our commitment to Diversity and Inclusion. We understand we are on a journey, which will take time, and that increasing equity in our organization and in cancer care is critical.

We encourage applications from groups that are typically under-represented in cancer-serving organizations including BIPOC (Black, Indigenous, and People of Colour) individuals, LGBTQ2S+ identifying individuals, persons with disabilities, and candidates from all equity seeing groups.

We welcome you to contact us for a conversation about accessibility and accommodations throughout the recruitment process.

We know that women and people of colour are less likely to apply for roles unless they meet every single requirement. If you're excited about the role, but your qualifications don't match perfectly, we encourage you to apply.

We appreciate your interest in Wellspring and warmly welcome all applications.