



## POSITION DESCRIPTION

### **Contract Program Leader: Adult Leader for the Children's and Parents' Program**

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, 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.

#### **The Opportunity:**

Wellspring offers a Children's and Parents' Program that brings parents (or grandparents, favorite aunts etc...) and their children together for networking, conversations about having cancer in the family, and for tools to help cope with and express feelings. This program is for families in which the parent (or grandparent, etc...) has been diagnosed with cancer and the children in their lives are between the ages of five and 12. You can read more about the program here: <https://wellspringalberta.ca/portfolio/childrens-and-parents-program/> This program typically runs three times per year in person, each program is 8 weeks.

Wellspring Alberta is hiring this in-person position for all three centres in Calgary and Edmonton. Please indicate which centres you are interested in. For Calgary we need a Program Leader who can attend both locations.

#### **Responsibilities:**

- Abide by the standards of leadership and policies outlined in Wellspring's Program Leader's Guide.
- Create a welcoming and safe environment that encourages members to share.
- Provide participants with safe participation guidelines including a reminder about confidentiality at the start of each class.
- Assist new members to integrate into the group
- Ensure all members are provided with equal opportunities to share within the group during the sharing component of the program.
- Maintain primary responsibility for the leadership and management of the support group process.
- Refer any issues or concerns that require follow up to the Program team.
- 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 management team with respect to upcoming Wellspring initiatives or events

**Required knowledge and skills:**

- Leaders of the parents' group must:
  - Have a graduate degree from a recognized post-secondary institution from a relevant health field (e.g., psychology, social work)
  - Be a member in good standing with the organization which governs the profession and provide to Wellspring a copy of the membership registration
  - Have at least three years of experience working with parents or families
  - Have specific knowledge about serious parental illness and its impact on the family.

**To apply:**

We offer an empowering and inspiring team environment.

To apply, please submit a cover letter and resume to [nikif@wellspringalberta.ca](mailto:nikif@wellspringalberta.ca). 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.

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**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're 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.