**Louise Perkins Foundation**

**Job Description: Sweet Louise Support Coordinator**

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| **Job Description:** | * Sweet Louise Support Coordinator |
| **Organisation:** | * Sweet Louise |
| **Area of Work:** | * Auckland and South |
| **Reports To:** | * Support Coordinator Team Leader |
| **Charity No:** | * CC31706 |
| **Date:** | * May 2018 |

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| **Our Vision:** | * Support for incurable breast cancer |
| **Our Mission:** | * To improve the well-being and quality of life for women and men living with incurable breast cancer. |
| **What We Do:** | * Sweet Louise provides a comprehensive range of services, strategies and support to help New Zealanders with incurable breast cancer to live as well as possible for as long as possible. |

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| **Job Purpose:** | * To act as a support person and respond to Members’ requests for Sweet Louise Services * To assess Members and their family needs so that they receive appropriate services. |
| **Key Responsibilities:** | * To welcome, register and assess eligibility for new Members’ to Sweet Louise services. * To establish and maintain regular relationships with Members by face to face, phone, email or other digital means to provide support, information and referrals. * To manage a caseload of Sweet Louise Members and maintain regular contact (at least 3 monthly or as indicated by the Member). * To identify needs of Members and their families and refer to other Sweet Louise services, or external community providers as appropriate. * Assist the Members to utilise the range of Sweet Louise Member services such as the 0800 number, Vouchers, Service Providers, Member Meetings, and the Family Initiative. * To organise and facilitate Member Meetings in your region, which may include arranging venues, catering, speakers, and transport. * Ensure that Members’ notes remain confidential and the database is kept up to date. * Establish and maintain relationships with relevant external Health Care Professionals and Agencies and document accordingly. * Keep up to date with, and share, new developments in breast cancer care, treatment and support networks with Members and Sweet Louise team. * To liaise with current and potential Sweet Louise supporters as and when opportunities arise. |
| **Core Capabilities:** | * Desire to support the philosophies and aims of Sweet Louise. * Ability to manage own workload with strong problem solving and priority setting skills. * Knowledge of cultural issues around health and working to the Treaty of Waitangi. * Works as part of team, is ‘hands on’ and flexible to take on other tasks for the wider benefit of the organisation as requested. * Good organisational skills and self-motivated. * Experience and knowledge of breast cancer, treatments, side effects and impacts on families as well as drugs and pain relief. * Clear communication skills and ability to quickly build rapport with Members, their families and supporters of Sweet Louise. * Ability to work with a team which includes staff and volunteers, and Sweet Louise Service Providers. |
| **Hours:** | * To a maximum of 20 hours per week. |
| **Qualifications:** | * Allied Health professional or Nurse with background in oncology/ palliative care. |