**Louise Perkins Foundation**

**Job Description: Sweet Louise Support Coordinator**

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| **Job Description:** | * Sweet Louise Support Coordinator
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| **Organisation:** | * Sweet Louise
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| **Area of Work:** | * Auckland and South
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| **Reports To:** | * Support Coordinator Team Leader
 |
| **Charity No:** | * CC31706
 |
| **Date:** | * May 2018
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| **Our Vision:** | * Support for incurable breast cancer
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| **Our Mission:** | * To improve the well-being and quality of life for women and men living with incurable breast cancer.
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| **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.
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| **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.
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| **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.
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| **Hours:** | * To a maximum of 20 hours per week.
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| **Qualifications:** | * Allied Health professional or Nurse with background in oncology/ palliative care.
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