



## ONCOLOGY NURSE CONSULTANT

### **Position Responsibilities:**

The Oncology Nurse Consultant is responsible for providing NCF services to cancer patients, family members and care givers. He/she will provide one-to-one services including education, advocacy, and support to achieve optimum cancer patient outcomes. Telephone and online services are utilized for patient/family communication in accordance with NavigateCancer Foundation's policies, procedures and position statements.

#### *Responsibilities include:*

- Assessing, implementing and documenting plan of care to provide the optimum outcome for the cancer patient.
- Fostering a positive and supportive relationship with the cancer patient and/or their caregiver in order to teach the advocacy skills, answer patient questions and effectively resolve problems and issues.
- Maintaining a high level of working knowledge of cancer care, patient navigation and referral sources.
- Effective planning for multiple demands including daily job duties, meetings and unexpected issues.
- Working closely with partner organizations in a collaborative effort for service delivery.
- Delivering services to diverse populations and cultures within the cancer care community.
- Performing other duties as assigned.
- Maintaining professional competencies and licensure requirements.

### **Key Competencies:**

- Exhibits high level of technical skills and intellectual acumen. Demonstrates and maintains a strong knowledge of oncology, diseases, treatment options and the health care system.
- Has the ability to quickly research, familiarize oneself and integrate new information, scientific discovery and updates. Demonstrates excellent research skills and knowledge of peer review literature.
- Is comfortable with taking a pro-active approach, demonstrates excellent independent problem solving skills
- Has the ability to set priorities and manage time appropriately.
- Possesses excellent customer focused skills including interpersonal savvy, approachability, understanding others, compassion, demonstrates empathy and strong listening skills
- Demonstrates a customer service mentality; both internally and externally.
- Demonstrates excellent patience and maintains appropriate composure at all times.
- Displays the ability to manage diversity.
- Exhibits strong written communication and speaking skills.
- Has the ability to translate complex medical language into everyday vernacular.
- Demonstrates the ability to establish and maintain appropriate professional boundaries and confidentiality.
- Maintains the highest level of ethics and values.
- Possesses integrity and is trustworthy.
- Demonstrates the ability to multi-task.
- Exhibits the ability to manage change in a positive and effective manner.

**Required Qualifications:**

- Licensed registered nurse in good standing
- Minimum of a BSN degree from an accredited nursing program; graduate level preferred
- Current certification in oncology nursing or eligible to be examined
- Minimum of 4 years of direct oncology patient care experience
- Ability to work independently and collaboratively
- Microsoft Office, Outlook, Internet

**Preferred Qualifications:**

- Motivated by service, humility and compassion.
- Fluency in Spanish oral and written communication is preferred
- Additional consideration will be given to bilingual candidates with experience in bicultural situations.

**Physical Requirements:**

- Ability to develop work product using computer software
- Ability to communicate routinely via phone, personal contact and via computer
- Ability to drive a vehicle to conduct company business and attend events
- Walking, standing, sitting required throughout the typical business day