



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St
Casper, WY 82601
Phone: 307-235-9340
Fax: 307-237-2036
www.casperpublichealth.org

Job Announcement:

Job Title: Wyoming Cancer Resource Services Specialist Region II
Opening Date: May 30, 2018
Closing Date: Open until filled
Salary: \$3,000-\$3,750 monthly
Job Type: Full-time, Non-exempt, Benefitted
Location: Casper, Wyoming

Position Description:

Under the supervision and direction of the Disease Prevention Clinic Director, the Wyoming Cancer Resource Specialist works to provide evidenced-based services related to cancer prevention and control utilizing a comprehensive, collaborative, and cost-effective approach. The Wyoming Cancer Resource Specialist works in a multi-county region including Natrona, Converse, Carbon, and Niobrara Counties to increase partnerships for cancer prevention, screening, and treatment. The Specialist works to increase access to cancer screenings in the Region. The Specialist works to increase access to cancer prevention health information. The Specialist works to enroll individuals in the Colorectal Cancer Screening program and the Breast and Cervical Cancer Screening program. The Specialist works to implement the work plan outlined by the state-administered contract and scope of work. The Specialist will participate in the statewide Wyoming Cancer Coalition and its subgroups. The Specialist will participate in local group of Natrona County Cancer Professionals.

Specific Duties and Functions

1. Provides cancer and chronic disease education and awareness to multi-county region
2. Promotes early detection cancer screening guidelines
3. Shares information about services offered by the state-funded cancer screening programs (breast, cervical and colorectal)

4. Serves as a point of contact/resource navigator to Wyoming residents needing local , regional, state and national cancer information
5. Facilitates community planning by bringing stakeholders together to choose priority areas of need in regards to cancer prevention and control
6. Fills service gaps utilizing resources within communities
7. Collects essential data for statewide distribution and to complete program evaluation
8. Participates in statewide and local coalitions and professional groups working towards cancer prevention and control.
9. Implement designated scope of work/work plan with screening elements, prevention elements, and survivorship elements.
10. Oversees and ensures accurate data input and utilization of all mandatory reports.
11. Collect relevant programmatic data and complete program evaluation as required
12. Aims to improve health equity and reduce health disparities by targeting populations that currently experience health disparities in cancer occurrence and cancer survivorship.
13. Implement evidence based communication and media plans around cancer prevention and control in multi-county region.
14. Utilize program budget to complete program tasks within budgetary guidelines.

Supervisory Duties:

- None

Knowledge, Skills and Abilities

- Ability to maintain relationships based on trust, support, and growth with team colleagues, administrative staff, and community partners.
- Ability to evaluate the relevance and importance of theories, concepts, and principles and developing different approaches or plans to fit specific circumstances.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to communicate with other employees and the general public
- Ability to handle difficult clients.
- Maintain and foster a positive and open work environment is an expectation at all times.
- Proficient computer skills.
- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision.
- Ability to follow written and oral instructions.
- Ability to apply administrative practices and procedures.
- Possess problem solving and planning skills.
- Ability to adapt to change, take initiative, and be creative.
- Ability to read and interpret documents
- Ability to write routine reports and correspondence

- Ability to develop marketing/media materials
- Ability to interact respectfully with diverse cultural and socio-economic populations.
- Strong computer skills with proficiencies in Outlook, Word, PowerPoint, Excel, internet-based applications and the Microsoft operating system.
- Ability to travel with use of department vehicle.
- Must possess a valid driver's license.
- Ability to work some weekend and evening hours.

Prerequisites

- Bachelors degree in related field (nursing, public health, health administration, health promotion, health policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas) plus a minimum of two years of related healthcare experience
- Ability to provide leadership and problem-solving skills in analyzing clinic needs
- Familiarity of clinical practice and clinic operations
- Excellent customer service skills
- Speak, read, and write English language.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

Preferred:

Masters degree in related field (nursing, public health, health administration, health promotion, healthy policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas).

Experience with public health programs.

Experience with health education/health promotion.

Responsibility/Accountability

This position reports to the Disease Prevention Clinic Director.

ADA Essential Requirements

Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.

Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.

Must have the ability to lift twenty pounds from floor to waist level.

Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Variety of environmental conditions at work sites.
- Unfriendly animals at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of the work requirements inherent to this position.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Jamie Cardine, RN, BSN
Disease Prevention Clinic Director
Casper-Natrona County Health Department
475 South Spruce Street
Casper, Wyoming 82601
Phone: (307) 577-9750
Email: jcardine@cnchd.org Website: www.casperpublichealth.org