

Job Title: Program Coordinator, UCF Young Adult Patient Navigator at Walter Reed National Military Medical Center (WRNMMC)

Reports to: President & CEO

Standard Hours: M-F 9am to 5pm at WRNMMC in Bethesda, MD with occasional nights and weekends

Our Promise

- No young adult faces cancer alone
- We help you get active in the fight against cancer
- You will have access to the resources necessary to thrive when facing cancer

Our Mission

We enhance lives by supporting, educating and connecting young adults, and their loved ones, affected by cancer.

Your Responsibilities in Our Mission

Working closely with teams at the UCF and the WRNMMC, the Young Adult Patient Navigator (YAPN) position is responsible for creating a community of support for the men and women serving our country that are facing cancer and being treated at the John P Murtha Cancer Center. The YAPN will provide navigation services to young adult (YA) patients (ages 15-39) and their families in the in-patient/out patient clinics and survivorship program at WRNMMC. The program offerings that the YAPN provides should meet the unique needs of YA military patients, enhance the ability of YA patients to more effectively engage in decisions about their care and life after cancer treatment and ultimately connect every YA with UCF programs and services and/or other services available to them within both the military and civilian community. Responsibilities include but may not be limited to conducting an initial formal needs assessment of the institutions YA program needs, assessing individual patient needs, providing one-on-one patient support, developing and overseeing patient and survivorship programs, implementing UCF core programs (i.e. Helping Other Fight, Cancer to 5K, peer mentoring) and participating in the on-going evaluation of YA programs and services. The YAPN will work with the patient services team, oncology social workers and other key staff to promote existing services to YA patients and develop new services and programs as needed. Conduct an ongoing needs assessment. Collect YA patient demographic data, service utilization and other relevant data. Publicize the availability of YA navigation services and key UCF services available.

Specific position duties include:

- Educates WRNMMC medical and psychosocial support staff about the UCF Young Adult Patient Navigator Program and what UCF can offer patients and families.

Cancer Changes Lives... SO DO WE!

Baltimore City

921 E. Fort Ave
Suite 325
Baltimore, MD 21230

Howard County

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- Develops a needs assessment of the young adult diagnosed with cancer and their family within the military community. Identify the needs of WRNMMC and the needs of most YA patients.
- Provides opportunities for WRNMMC stakeholder input into the Project through staff meetings, focus groups and on-line surveys. Stakeholders include young adult patients, their families, and WRNMMC medical and psychosocial support staff.
- Meets with all newly diagnosed young adult patients (ages 18-40) to discuss young adult specific resources within the WRNMMC Cancer Center, through UCF and throughout the National Capital Area, and the Internet.
- Provides individualized assistance to patients, families and caregivers to help overcome access issues.
- Educates each young adult about programs and service opportunities available to them through the UCF including but not limited to: Cancer to 5K, 4K for Cancer, peer mentoring, public speaking, Helping Others Fight, Team Fight and volunteering.
- Participates in patient care conferences and multi-disciplinary conferences for the purpose of advocating for the identified needs of the young adult cancer patient.
- Educates each newly diagnosed young adult in four critical areas to young adult cancer: treatment options, clinical trial opportunities; fertility preservation; financial support. Identifies funding sources to assist the service member/beneficiary finance fertility preservation.
- Works with young adults approaching end of coverage for Tricare and assist them in exploring additional insurance resources as well as applying for those identified entitlements (i.e. Tricare for Young Adults, Medicaid, extension of TriCare benefits or Secretarial designee)
- Identifies Tricare participating providers who are civilian mental health providers with oncology experience readily available for dependents.
- Connects young adults to other young adult cancer survivors in the National Capital Area.
- Works with other WRNMMC psychosocial providers to help young adults obtain transportation, insurance coverage, and individual counseling.
- Collaborates with existing WRNMMC psychosocial support staff to determine ways to best support young adult cancer patients and their families.
- Creates a specific young adult literature and information section in the Cancer Center, and keep it supplied on a regular basis. Develops a computerized database with resources that can be continuously updated.
- Reaches out to existing key organizations in the National Capital Area and its surrounding communities in an effort to establish sensitive support systems for the military young adult cancer population.
- Complies with all risk management, quality assurance, medical records, release of information rules and regulations, and compliance policies and procedures of WRNMMC.
- Completes annual training as requested and abides by all applicable WRNMMC policies and procedures.

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- Complies with all applicable regulations including those from outside organizations including the Joint Commission and the Occupational Safety and Health Administration
- Complies with all applicable operating and human resources policies of WRNMMC (including necessary immunizations) and shall not cause or create a hostile work environment for other WRNMMC employees, patients, medical staff or volunteers.
- May be called upon to provide input to the WRNMMC Cancer Committee

Essential Skills:

- Able to multi-task
- Team player - able to work both independently and in group settings
- Communication skills are critical
- Understanding of mission and programs of organization
- Must be a self-starter - highly motivated
- Able to think critically and strategically
- Must have excellent written and oral communication skills
- Able to work in fast-paced and flexible environment - able to multi-task and react quickly to unanticipated events.
- Understanding of mission, programs of organization and local and national cancer space

Educational requirements, credentials or licenses required:

High School Degree: Required

College Degree: Required

Masters Degree: Preferred - in Social Work, Public Health, Nursing

Professional Experience in: creating and managing programs, working with clinical staff, data collection and program evaluation.

Special Conditions:

The Young Adult Patient Coordinators work and “office-time” would be primarily based at WRNMMC in Bethesda, MD however the position will require the them to visit UCF Headquarters (Baltimore, MD) on a bi-weekly basis and participate in periodic UCF events that take place on nights and weekends.

**Interested candidates should submit a resume and cover letter to
Rachel Wiederhold at Rachel@ulmanfund.org**

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