



Providing cancer support to southern Alberta

<b>Job Title</b>	Wellspring Community Connector
<b>Department</b>	Programs
<b>Supervisor</b>	Southern Alberta Lead
<b>Revision Date</b>	July 2021

### Purpose of Position

Wellspring Calgary is committed to ensuring no one has to face cancer alone, regardless of where they live. Therefore, an ability to build and maintain relationships is key to this position.

Support Wellspring Calgary to build connections and relationships within one's local community in Southern Alberta so that Wellspring can serve and support individuals and their families who are living with the impact of a cancer diagnosis.

### Key areas of responsibility

- Be an ambassador for Wellspring Calgary
  - Able to share Wellspring's mission, vision, programs, and services within your community
  - Provide a warm and reassuring welcome to those looking to connect with Wellspring
- Help build local connections and relationships on behalf of Wellspring
- Support/host in person Wellspring programming within your local community (location to be determined – training provided)
- Support/host Wellspring online programs (requires additional training)
- Assist patients, caregivers, and family members in registering as a Wellspring member and into programs
- Peer support to individuals/families living with cancer (training provided)
  - Provide emotional support through active listening and resource referral
  - Support people in accessing resources within Wellspring, the greater cancer community, and within their local community
  - Assist members in navigating Wellspring Calgary's website
  - Assist members in registering for programs
- Complete Wellspring admin processes as necessary
- Liaise with the Southern Alberta Lead and pass on identified gaps, opportunities, ideas and needs on behalf of the local community / individuals served

### Required knowledge, skills and abilities

- Be at least 18 years of age
- Minimum one year commitment
- Complete Wellspring Calgary volunteer onboarding process which includes:
  - Interview
  - References
  - Police Record Check including Vulnerable Sector (Wellspring to reimburse cost incurred)
- Live in a southern Albertan community outside of Calgary city limits (Red Deer to the Canadian border)
- Have a lived cancer experience as a patient or caregiver

- Cancer survivors, should be post-treatment and no longer using Wellspring programs for their cancer support needs
- Be able and willing to operate within Wellspring professional boundaries
- Sign Wellspring Calgary's Code of Conduct and Confidentiality forms

### **Mandatory Training**

- Wellspring orientation
- Peer Support and Program Navigation (Modules 1 and 2 through in-home learning and on-line facilitated learning)
- Participation in a minimum of three Wellspring programs and a peer support phone call
- A one-hour session with the Southern Alberta Lead

### **Optional:**

- Ongoing in-service training
- Program Samplers

### **Out of scope:**

Leading Wellspring Calgary Programming