



**Position:** Health Educator (Part-time, 20 hrs)

**Reports to:** Manager of Medical Information Services

**Position Summary:**

As a member of Bay Area Cancer Connections' (BACC) Medical Information Services Team, the Health Educator provides personalized health information to BACC clients and assists with developing and maintaining BACC's resource library.

**Key Responsibilities:**

- Interface with helpliners to appropriately assess clients' informational needs
- Meet (in-person and over the phone) with breast and ovarian cancer clients and their families to review and explain their medical reports (including pathology reports, Oncotype Dx/MammaPrint results, genetic testing and tumor profiling results, imaging reports etc).
- Educate clients about breast and ovarian cancer treatment options
- Research and identify resources to address clients' information requests
- Assist clients in identifying appropriate clinical trials
- Track and document client requests using the Give Effect client database
- Keep up-to-date on new discoveries and advances in the fields of breast and ovarian cancer
- Order, maintain, and organize a collection of informational pamphlets and brochures for local and national cancer support services
- Acquire, classify, and catalog breast and ovarian cancer literature in BACC's lending/reference library
- Maintain BACC's online library collection using LibraryThing/TinyCat
- Develop and maintain systems to share BACC's medical information and practical help resources online
- Forge relationships and partnerships with community organizations, health libraries, and medical professionals
- Give presentations on breast/ovarian cancer in the community
- Write posts for BACC blog
- Serve as part of regular staff rotation to back up BCC Helpline
- Provide assistance whenever appropriate to other areas of the organization as directed by the Manager of Medical Information Services or the Director of Programs and Services

**Qualifications:**

- Minimum of a Master's degree in a related field (e.g., health sciences, nursing, biology); Ph.D. preferred
- Familiarity with breast and/or ovarian cancer, and/or experience working with those facing a health challenge



- Excellent interpersonal communication skills and ability to interact with individuals of all ages and backgrounds in a sensitive manner
- Strong oral and written communication skills
- Ability to work well as a team member and independently
- Experience working with volunteers
- Excellent follow-through, attention to detail, ability to meet deadlines
- Proficient in Word, Excel, and familiar with library and research databases
- Resourcefulness, flexibility, and a sense of humor

**To apply:** Please submit cover letter and resume to [jobs@bayareacancer.org](mailto:jobs@bayareacancer.org).

### **About Bay Area Cancer Connections**

Bay Area Cancer Connections (BACC) supports people touched by breast or ovarian cancer by providing comprehensive, personalized services in an atmosphere of warmth and compassion. BACC is unique in its ability to tailor its services to each client, offering a combination of high-quality medical information, practical help and emotional support in a non-institutional setting. BACC complements the medical care that patients receive from their physicians and provides a safety net for low income, uninsured young women and men of any age at risk for breast cancer. Its programs aim to ensure that each person is connected with the resources that best serve his or her needs. BACC recognizes that every person touched by cancer experiences the illness differently and, therefore, continually adapts its programs and services to serve a broad range of needs. All services are provided free of charge.