

UC Davis Health

Comprehensive Cancer Center
Supportive Oncology and Survivorship
Sacramento, CA

Administration Director, Supportive Oncology & Survivorship

Salary Range : \$6375.00 to \$14541.67 Monthly

Final Filing Date: Open Until Filled

Department Description

Researchers and clinicians in UC Davis Comprehensive Cancer Center's Population Sciences and Health Disparities Program are dedicated to understanding why, and are working in different ways to eliminate disparities and improve outcomes for everyone.

Responsibilities

The Administrative Director will be responsible for leadership and coordination of all services within the spectrum of Supportive Oncology and Survivorship Programs, including: Psychiatry and Psychosocial Oncology; Patient, Family and Community Education; Spiritual Care; Patient Navigator services; Complementary & Alternative Medicine; Palliative Care; Pain Management; and End-of-Life and Bereavement services.

Qualifications

REQUIRED

- Master's Degree in Nursing, Health Care Administration, Public Health, Social Work or similar field and/or equivalent education/training.
- Demonstrated 5-8 years in Supportive Care and Survivorship Programs with at least 5 years in a progressively responsible leadership position.
- Demonstrated experience in designing, developing, implementing and evaluating research studies and new programs to include developing evaluation metrics; overseeing study activities, such as participant enrollment; data collection; implementation; and evaluation.
- Knowledge of the IRB process to include approvals and renewals, informed consent and the protection of participant data.
- Experience using analytical skills to research and interpret data and policy, contribute to solutions, forecast the impact of potential actions, develop logical conclusions and/or recommend solutions.
- Knowledge of Supportive Oncology/Survivorship programs.
- Supervisory experience and leadership skills to lead, mentor, motivate, train, resolve conflict and evaluate staff.
- Experience coordinating large volumes of work; managing detailed projects with conflicting priorities and competing deadlines; and establishing goals and workload priorities.
- Previous experience in writing and submitting NIH and/or foundation grant applications.
- In-depth knowledge of legal and regulatory requirements as defined by the law, University, FDA or State entities.
- Organizational and time management skills to prioritize workload and meet deadlines, develop and carry out project assignments in an efficient and timely manner, and to provide accurate and succinct documentation of activities.
- Interpersonal, verbal and written communication skills to clearly and effectively interact with a diverse group of individuals at all levels within the organization to secure and/or

provide or present information to clarify situations, resolve problems, and to foster and promote the goals of the organization.

PREFERRED

- Clinical experience or experience as a Registered Nurse or Licensed Clinical Social Worker.
- Must have knowledge of the University's personnel and labor policies, financial systems, clinical and research processes, contracts and grants, etc.
- Experience in developing, cultivating maintaining relationships with diverse communities.
- Active memberships in pertinent national/international professional organizations in psycho-oncology to promote our programs and services and to form collaborative relationships with other colleagues in the field.

SPECIAL REQUIREMENT

- THIS POSITION MAY BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION, DRUG SCREEN, LIVE SCAN FINGERPRINTING, MEDICAL EVALUATION CLEARANCE, AND FUNCTIONAL CAPACITY ASSESSMENT

To view full job description and submit an on-line application visit:

<http://50.73.55.13/counter.php?id=116062>

Reference: 050947

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