

**Job Title:** Art for Recovery Director, - Cancer Center-Art For Recovery (ADMIN MGR 1)

**Job ID:** 17550

**Location:** Mission Bay (SF)

**Full Time**

At UCSF Health, our mission of innovative patient care, advanced technology and pioneering research is redefining what's possible for the patients we serve – a promise we share with the professionals who make up our team.

Ranked by U.S. News & World Report as the number one hospital in California – and among the top six in the country – UCSF Health is committed to providing the most rewarding work experience while delivering the best care available anywhere. In an environment that allows for continuous learning and opportunities for professional growth, UCSF Health offers the ideal atmosphere in which to best use your skills and talents.

### **Department Description**

Art for Recovery at the UCSF Helen Diller Family Comprehensive Cancer Center gives a voice to those living with life-threatening illnesses through the expressive arts at Mount Zion, Mission Bay, and Parnassus. Bringing artists, musicians, and writers to the patients at UCSF Medical Center encouraging them to express their pain, anger, hopes and dreams through words and images.

Our aim is to create a safe and healing environment where patients, staff and caregivers can express their feelings. Patients can better heal, cope with their feelings, and enjoy a greater quality of life by engaging in the expressive arts. This program provides support until the end of life, continually creating opportunities to leave a legacy.

In addition, Art for Recovery reaches out to the Bay Area community and the UCSF Medical School, as participants in the award-winning Firefly Project, the Breast Cancer Quilts Project and presentations. Art for Recovery constantly reaches out to the medical center staff helping them to share their experiences while working in a very intense environment.

This job requires excellent marketing and fund raising skills including grant writing, experience in outreach to the community, and working with underserved patients. End of life experience is additionally important.

### **Job Summary**

Responsible for managing the administrative operations of the UCSF Art for Recovery Program. Includes oversight of the following functions: IT, facilities, student services, contracts and grants, budgetary financial management and human resources. Manages a professional staff, comprised of professionals in various fields. Assumes accountability for decisions made by subordinates. Performs long and short term planning for function. This position will plan, organize, facilitate and direct all functions of the Art for Recovery Program.

The Director will be responsible for working with the UCSF Comprehensive Cancer Center & Adult Cancer Services as well as UCSF Health to provide overall responsibility for assessing needs of patient populations (both inpatient and outpatient), creating and facilitating projects in the expressive arts, all aspects of fundraising for all projects, marketing and public relations, establishment of goals and objectives for the program, and community relations. The director trains, manages and motivates UCSF staff, UCSF Medical students and interns, and volunteers to provide support to both patients and staff through the expressive arts.

Other responsibilities include: representing Art for Recovery and the UCSF Comprehensive Cancer Center through patient exhibitions, education, presentations and workshops at both the national and local level. The Director will integrate Art for Recovery programs into the UCSF Cancer Center Supportive Care and Psycho-Oncology programs, working in conjunction with the Cancer Resource Center, the Survivorship Program, Social Services and other supportive

care initiatives at HDFCCC.

### **Required Qualifications**

- Five years experience working in the expressive arts with patients with life- threatening illnesses
- Five years experience fundraising to support projects and needs of program
- Bachelor's degree in related area and / or equivalent experience / training
- Experience working in a clinical setting with death and dying
- Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management under labor contract(s) and personnel policy
- Skill in artists ability and able to assess expressive needs of patients
- Skill in marketing program
- Strong verbal and written communication skills; ability to influence / persuade all levels of staff
- Skills in organization and customer service to effectively manage multiple important priorities; proven ability to organize department work functions in an efficient and effective manner
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution
- Demonstrated management and conflict resolution skills to effectively lead and motivate others
- The flexibility to orient and work at all UCSF Medical Center locations

### **Preferred Qualifications**

- Master's Degree in Expressive Art Therapy or Art Therapy
- Experience in writing and publishing workbooks as needed
- Expressive Art therapy
- Art therapy
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and / or accounting and payroll
- Broad knowledge of common organization-specific and other computer application programs

### **Licensure/Certification**

- N/A

### **Living Pride Standards**

#### Service Excellence

- Demonstrates service excellence by following the Everyday PRIDE Guide with the UCSF Medical Center standards and expectations for communication and behavior. These standards and expectations convey specific behavior associated with the Medical Center's values: Professionalism, Respect, Integrity, Diversity and

Excellence, and provide guidance on how we communicate with patients, visitors, faculty, staff, and students, virtually everyone, every day and with every encounter. These standards include, but are not limited to: personal appearance, acknowledging and greeting all patients and families, introductions using AIDET, managing up, service recovery, managing delays and expectations, phone standards, electronic communication, team work, cultural sensitivity and competency.

- Uses effective communication skills with patients and staff; demonstrates proper telephone techniques and etiquette; acts as an escort to any patient or family member needing directions; shows sensitivity to differences of culture; demonstrates a positive and supportive manner in which patients / families/ colleagues perceive interactions as positive and supportive. Exhibits team work skills to positively acknowledge and recognize other colleagues, and uses personal experiences to model and teach Living PRIDE standards.
- Exhibits tact and professionalism in difficult situations according to PRIDE Values and Practices
- Demonstrates an understanding of and adheres to privacy, confidentiality, and security policies and procedures related to Protected Health Information (PHI) or other sensitive and personal information.
- Demonstrates an understanding of and adheres to safety and infection control policies and procedures.
- Assumes accountability for improving quality metrics associated with department/unit and meeting organizational/departmental targets.

#### Work Environment

- Keeps working areas neat, orderly and clutter-free, including the hallways. Adheres to cleaning processes and puts things back where they belong. Removes and reports broken equipment and furniture.
- Picks up and disposes of any litter found throughout entire facility.
- Posts flyers and posters in designated areas only; does not post on walls, doors or windows.
- Knows where the Environment of Care Manual is kept in department; corrects or reports unsafe conditions to the appropriate departments.
- Protects the physical environment and equipment from damage and theft.

The flexibility to orient and work at all UCSF Medical Center locations is required.

#### Equal Employment Opportunity

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. Further information about the University of California, San Francisco, is available at [diversity.ucsf.edu](http://diversity.ucsf.edu). UCSF seeks candidates whose skills, and personal and professional experience, have prepared them to contribute to our commitment to diversity and excellence, and the communities we serve.

Apply online at: <http://jobs.ucsfmedicalcenter.org/>

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