

At Overlake, we believe exceptional patient care comes naturally when our staff feels respected, valued, and cared for. So we've cultivated a culture that feels like a community. In fact, we're more like a great big family. Our supportive environment and team of passionate professionals have earned the hospital its reputation as a healthcare leader in the region. We are truly committed to providing compassionate, high-quality patient care in a progressive and collaborative environment.

Founded on the principles of equality and care, Overlake Hospital is a 337 licensed bed, not-for-profit regional medical center offering a full range of advanced medical services to the greater Seattle area. As a medium-sized hospital, we are a major player in the local healthcare market, yet we haven't lost our friendly feel.

Overlake is located in Bellevue, a beautiful suburb just east of Seattle. Surrounded by natural beauty – trees, mountains, lakes, rivers and the ocean – the greater Seattle region is one of America's most livable areas. Come enjoy the best of both worlds~cultural and night life activities in the city, and skiing, hiking, and boating in the great outdoors!

Sound like something you could get used to? Join us!

We have the following excellent opportunity available:

### **MANAGER, CANCER SUPPORT SERVICES**

#### **Essential Responsibilities:**

Reporting to the Cancer Services Director, the Cancer Support Services Manager has leadership responsibility for staff, programs, and services of the Cancer Resource Center, the Cancer Registry, the Cancer Center Social Work function, and the Washington Breast & Cervical Health Program (WBCHP). It also serves as a liaison to the American Cancer Society (ACS), including the oversight of events and the ACS Patient Navigator, and for the Seattle Cancer Care Alliance (SCCA) network affiliation.

The manager assures that budgetary parameters are maintained and that programs and services align with service line potential and service expectations. Individual is responsible for development and implementation of annual goals for Cancer Support Services and works with the Cancer Services Director and the Marketing Department's staff to develop and implement annual outreach and marketing strategies. These strategies are designed to enhance community visibility and build volume for cancer services at Overlake. Individual also works with Director of Volunteer Services to staff volunteers in the Cancer Resource Center and serves as the Cancer Center liaison to Overlake's Foundation/Auxiliaries activities.

The person in this position supervises the Cancer Registrars, the Cancer Center Social Worker, the Women's Outreach Coordinator, the ACS Patient Navigator, and various volunteers.

#### **Essential Requirements:**

- Bachelor's degree in a health-related field

- 3+ years supervisory experience
- 2+ years health education experience and/or 2+ years experience with a cancer program
- Budget oversight experience

The ideal candidate will also have experience working with cancer registry and knowledge of the American College of Surgeons Commission on Cancer's standards.

Overlake offers excellent benefits, including a management incentive plan, health insurance, Paid Time Off (PTO), life insurance and long-term disability, and Extended Illness Bank of hours, flexible spending accounts, 3-part retirement program with a 100% match, free parking, and relocation assistance.

**Contact:**

Jennifer Garrepy, email: [jennifer.garrepy@overlakehospital.org](mailto:jennifer.garrepy@overlakehospital.org), phone: 425.688.5982.

You may also apply online at: <http://www.overlakehospital.org/jobs.aspx>.

Overlake Hospital is an equal opportunity employer.

Find your community here.