



Job Title: Community Care Coordinator

Location: Greenville

Position Type: Full-time

Reports To: Executive Director

Salary Range: \$18 - \$23/per hour

About Us:

The Neighborhood Cancer Connection is a nonprofit whose mission is to connect people to free, integrative services that can meet their emotional needs, relieve financial burdens, and equip them for the most successful journey through cancer. In the unpredictable fight against cancer, we work to promise one constant: dignity through equal access to care and community for the most vulnerable.

We are seeking a passionate and dedicated Community Care Coordinator (CCC) to join our team and help enhance the lives of those impacted by cancer through health system navigation, patient advocacy, and health literacy promotion.

Position Overview:

As a CCC at NCC, you will play a key role in supporting cancer patients and their families by providing guidance in navigating healthcare systems, advocating for their needs, and promoting cancer-related health literacy. You will work directly with individuals from diverse backgrounds, assisting them in overcoming barriers to care, understanding treatment options, and connecting with essential community resources. This position requires empathy, strong communication skills, and a commitment to improving health outcomes for underserved populations.

Key Responsibilities:

1. Health System Navigation

- Assist cancer patients and their families in navigating the healthcare system, including accessing services, scheduling appointments, and understanding insurance and financial assistance programs.
- Provide support in managing medical records, understanding treatment plans, and coordinating care across providers.

2. Patient Advocacy

- Serve as a liaison between cancer patients and healthcare providers, ensuring that patients' needs and concerns are heard and addressed.
- Advocate for patients in clinical settings, facilitating communication between patients and their medical teams.
- Empower patients by informing them of their rights and available resources, ensuring they have the tools needed to make informed decisions about their care.

3. Health Literacy Promotion

- Promote cancer-related health literacy through education and outreach, ensuring that patients and communities understand cancer prevention, screening, treatment options, and survivorship.
- Lead or support community workshops and educational sessions on topics related to cancer care, treatment options, coping strategies, and navigating healthcare systems.
- Distribute educational materials in culturally sensitive ways, ensuring they are accessible and understandable to diverse populations.

4. Community Resource Navigation

- Connect patients and families to available community resources, such as transportation, housing, and financial assistance, to alleviate barriers to care.
- Maintain an up-to-date knowledge of local resources, services, and programs that benefit cancer patients.
- Participate in regular team meetings, sharing insights and providing feedback to improve program outcomes.

5. Outreach & Advocacy:

- Engage with local community groups and organizations to raise awareness of NCC's services and resources.
- Serve as a liaison or intermediary between health and social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery

- Build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy.

Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's degree in public health, social work, nursing, or a related field preferred.
- Certification as a Community Health Worker or one year of community involvement experience.
- Close understanding of people and communities who struggle with chronic illness, medical access, and multiple barriers to achieving positive health outcomes.
- Strong knowledge of healthcare systems, community resources, and cancer care services.
- Experience working with underserved populations, including low-income, minority, and immigrant communities.
- Excellent communication skills, both verbal and written, with the ability to explain complex health information in a clear and accessible manner.
- Empathetic, patient, open-minded and culturally competent in providing support to diverse populations.
- Ability to work independently and as part of a collaborative team.
- Bilingual abilities (English/Spanish or other languages) are a plus.

Salary Range:

The salary for this position is competitive and based on experience, with a range of \$18-\$23/hour annually, depending on qualifications and experience.

Compensation and Benefits:

- Individual Coverage Health Reimbursement plus dental, vision, and life insurance
- Flexible schedule and paid time off (PTO)
- Professional development opportunities
- Supportive and inclusive work environment

How to Apply:

Interested candidates should submit a **resume and a cover letter** outlining their qualifications and interest in the position to info@nccgreenville.org.