

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN _____ FLSA STATUS _____

PRESENT CLASSIFICATION Program Services Aide DATE _____

DEPARTMENT/DIVISION Cancer Institute Clinic

Function

Under general direction from a designated supervisor, to perform duties related to assisting patients to acquire resources to allow them to complete prescribed treatment. This position will work with the patient, nurse navigator, program coordinator and the healthcare team to explore the needs of the patient and available community resources to assist the individual to complete prescribed treatment.

Organizational Relationship

This position reports to the Nurse Administrator, who reports to the Department Administrator at the Simmons Cancer Institute.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Administrative

100%

1. Interview patients and compile the transportation, medication assistance, or financial needs of patients at SCI
2. Assist with cancer screening events and distribution of flyers for events.
3. Ensure educational and instructional materials are available and distribute to patients regarding SIU or community resources which are available.
4. Schedule and staff Wig salon appointments; track patient selections.
5. Manage displays, track inventories, and order wigs and accessories.

Skills and Abilities Needed for the Position

- Sensitive to the needs of underrepresented minority populations.
- Able to work calmly under pressure.
- Ability to adapt to a flexible schedule.
- Ability to adapt to a changing healthcare environment, motivate others and provide support to the patient with cancer.

Minimum Qualifications

Any one or any combination totaling two (2) years (24 months) from the following categories:

- A. college course work in behavioral science, social work, sociology, psychology, or a closely related field as measured by the following conversion table or its proportional equivalent:
 - o 30 semester hours equals one (1) year (12 months)
 - o Associate's Degree (60 semester hours) equals eighteen months (18 months)
 - o 90 semester hours equals two (2) years (24 months)
 - o Bachelor's Degree (120 semester hours) equals three (3) years (36 months)

OR

- B. work experience that provided a knowledge of human behavior by having demonstrated through public contact the ability to cope with a variety of people, (such as customer service, salesperson, or receptionist).

Responsibility

- A. Supervisory Controls – The supervisor will assign duties, as needed. The employee establishes the procedures with the assistance and approval of the supervisor. The employee will be expected to work independently, with the exception of occasional consultation with the supervisor.
- B. Guidelines – Guidelines for the position are set by the supervisor with is responsible for seeing that the guidelines are followed.

Difficulty

- A. Complexity – the incumbent must be able to adapt to changes to patient and clinic needs and requirements, attention to detail and use of sound judgement
- B. Scope and Effect – Describe the purpose of the assignment and the effect of work products both within and outside of the organization, in other words, who and what the job affects. What is the degree of finality of decisions made by the employee?

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

"See attached *Physical and Environmental Requirements* form.

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____

Immediate Supervisor

Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Program Services Aide
 Position No. (If applicable): _____ Department: Cancer Institute Clinic-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		40 - 60 lbs.			<input type="radio"/>
Carrying			5 - 10 lbs.		<input type="radio"/>
Lifting			5 - 10 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Mary Haley-Emery

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date