

Licensed Mental Health Professional, Program Development & Administration

Reports to: Director of Clinical Services & Programs

Classification: Full-time, Exempt (30-40 hours/week)

Location: Northbrook, IL (majority on-site time)

About the Cancer Wellness Center

Cancer Wellness Center's mission is to help individuals and their loved ones navigate a cancer diagnosis through whole-person care, expert guidance, and a welcoming community. The Center provides free, comprehensive psychosocial support to individuals impacted by cancer, empowering them through professional counseling, support groups, education, wellness programs, and community connection. Guided by our core values of **compassion, excellence, integrity, collaboration, and inclusiveness**, we ensure that those facing cancer, and their loved ones, receive the support they need during this life-changing time.

Position Summary

The Licensed Mental Health Professional, Program Development & Administration delivers compassionate, evidence-based individual and couples counseling and group facilitation. In addition to direct clinical work, this role contributes to the development and evaluation of innovative programs that promote emotional well-being throughout the cancer journey. Individuals in this position will have opportunities for professional growth through regular peer consultation, continuing education and collaboration with experienced clinicians.

Key Responsibilities

Direct Clinical Service (60%)

- Provides psychotherapeutic counseling to individuals and couples impacted by a cancer diagnosis
- Provides group facilitation for patients/survivors and/or family members
- Performs other clinical tasks as assigned by the Director of Clinical Services & Programs
- Maintains a proficiency in telehealth practice guidelines/ethics and utilization of HIPAA compliant telehealth platforms

Program Development & Evaluation (20%)

- Participates in assessment, creation, and evaluation of programs and clinical services
- Collaborates with the Director of Clinical Services & Programs to implement psychoeducational programming
- Participates in outcome evaluation of programs and clinical services

Administrative & Operational Support (10%)

- Assists with administrative tasks as directed by the Director of Clinical Services & Programs

- Assists with the intake process as directed by the Director of Clinical Services & Programs
- Utilizes the ETO database system to maintain participant information and log activity

Professional Engagement & Outreach (10%)

- Participates regularly in clinical peer supervision
- Participates in ongoing professional development as approved by the Director of Clinical Services & Programs
- Remains current on cancer-related community resources
- Engages in outreach efforts related to clinical services

Qualifications

- Masters or Doctorate in Psychology, Social Work, or Counseling
- Minimum requirement: Illinois-recognized certification (LPC or LSW); licensure preferred
- Demonstrated clinical competency in health psychology-related counseling, group facilitation, educational presentations, and resource investigation
- Oncology background with sound knowledge of related resources desirable
- Strong written and oral communication, interpersonal skills, and comfort with public speaking
- Ability to handle confidential and sensitive information in accordance with HIPAA regulations and American Psychological Association ethical standards

Position Requirements

This position requires evening hours to support clinical services, groups and/or programs

Compensation and Benefits

This is a salaried position. Compensation is equivalent to an hourly rate of \$30–\$42, with total salary adjusted based on a mutually agreed-upon weekly schedule and commensurate with experience. Cancer Wellness Center offers a comprehensive benefits program, which includes medical insurance, 401(k), 401(k) match, paid time off (PTO) and job-related training stipend. Clinical supervision provided for pre-licensure clinicians.

How to Apply

Interested candidates are invited to submit a cover letter and resume outlining their qualifications and interest in the position. Please email all application materials to info@cancerwellness.org with a subject line of “Licensed Mental Health Professional”. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Statement

Cancer Wellness Center is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by law. All employment decisions are based on qualifications, merit, and organizational need.