



NURSE NAVIGATOR Position Description

Position Title:	Nurse Navigator (Full Time; Part-time may be considered)
Reports To:	Executive Director of BTN
Responsibilities:	<p>Execution of patient navigation model consistent with the BTN Mission</p> <ul style="list-style-type: none">• Facilitate patient intake by phone, email or online through the BTN website• Assess ways BTN can assist patients and clinicians who contact the organization; accomplish through high touch, high quality personalized patient navigation• Work closely with patients and families throughout the full continuum of survivorship• Coordinate responsibilities with other patient services staff as needed• Establish and maintain key relationships with colleagues in the neuro-oncology community• Coordinate with 3rd party service providers as needed (labs, clinical services, etc.) providing seamless interface for patients• Provide support to patients and caregivers in the local community through participation in the Brain Tumor Support Group of Northeast Florida• Ensure that proper authorizations/releases are executed• Ensure that records are created and maintained in manner consistent with best practices• Other responsibilities as assigned by the Executive Director
Qualifications:	<p>The ideal candidate will have:</p> <ul style="list-style-type: none">• Minimum requirement: Bachelor's degree (RN/BSN preferred)• Clinical background in oncology and/or clinical trial experience strongly preferred• Highly organized, with excellent communications skills and ability to establish relationships with neuro-oncology community
Experience:	A minimum of 3 years of experience in oncology nursing or clinical trials is required
Location:	Ponte Vedra Beach, Florida
Salary:	Commensurate with candidate's skills and experience

Brain Tumor Network (BTN) Mission Statement

Brain Tumor Network (BTN), a nonprofit organization launched by The Sontag Foundation in late 2014, is dedicated to providing free personalized treatment-related informational services to oncology professionals and adult patients in the USA who have been diagnosed with a primary brain tumor. BTN will provide patient navigation in the following ways: a) answer questions about diagnosis, b) explain treatment regimens in lay terms, c) assist with locating qualified brain tumor providers – close to home or nationwide, d) facilitate consultations/second opinions including gathering relevant medical records and sharing with physician in advance of that appointment, e) conduct Personalized Clinical Trial Searches for patients and physicians, f) recommend ancillary/supplemental and support services throughout the continuum of care, g) advocate shared decision making h) facilitate patient access to quality care throughout survivorship. For additional information: www.braintumornetwork.org.

Interested candidates should forward a cover letter and resume with salary history and requirements to Kay Verble, Executive Director at kverble@braintumornetwork.org

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