**Position Description**

Job Title Treatment and Trials Navigator

Reports to: Director of Science & Research

Supervisory Responsibilities: None

Budget Responsibilities: None

Classification: Exempt

**Summary**

The Treatment and Trials Navigator is primarily responsible for helping direct patients with lung cancer and their loved ones to appropriate treatment options to discuss with their care teams. This position will coordinate patient enrollment and follow-up for the LungMATCH molecular testing program and will navigate patients to clinical trial options that are appropriate based on clinical characteristics and personal preferences. They will also help coordinate the patient data sharing pilot program under LungMATCH. The navigator should enjoy working directly with patients and caregivers and have an interest in emerging lung cancer science and research. This position is expected to staff the HelpLine and online support portal 1-2 days per week.

The Treatment and Trial Navigator will also work with patient and caregiver volunteers who want to contribute to development of clinical research protocols, review research proposals and speak publicly about their experiences on clinical trials. The navigator will match interested volunteers to appropriate opportunities with the goal of encouraging patient participation in clinical research studies.

**Essential Duties:**

* Answer phone and online questions about lung cancer treatment, molecular testing, and clinical trials.
* Develop a broad understanding of ongoing clinical research in lung cancer.
* Provide direct service information and referral to callers on LCA’s HelpLine and back-up other LCA support services.
* Work with databases of patient treatment information, maintaining appropriate patient privacy protocols
* Manage volunteer research advocate program to match patients and caregivers to appropriate opportunities to contribute to clinical research
* Represent Lung Cancer Alliance at meetings and conferences as assigned, sharing information gained with pertinent staff.
* Collaborate with LCA colleagues to identify gaps in educational materials and assist in the creation of materials.
* Other duties as assigned.

**SKILLS/REQUIREMENTS**

* Commitment to LCA’s mission and vision.
* Excellent verbal and written communication skills
* Desire to educate, support, and improve outcomes for those living with lung cancer
* BS or RN in a health-related field, advanced degree is a plus
* Understanding of oncology and clinical trials
* Experience with clinical research or clinical care, preferably in lung cancer
* Strong relationship-building and interpersonal skills
* Excellent coordination skills, including multitasking, setting priorities on work assignments and problem solving
* Strong computer skills, including use of Microsoft Excel, databases and/or CRM systems.

**SALARY & BENEFITS**

* Salary is commensurate with experience.
* Generous benefits package included.
* Lung Cancer Alliance is an equal opportunity employer.

Please send cover letter, resume and salary requirements to Lung Cancer Alliance through email, jobs@lungcanceralliance.org , subject line “Treatment and Trials Navigator”.

For more information, please visit: [www.lungcanceralliance.org](http://www.lungcanceralliance.org)