



**YWCA Greater Lafayette**

605 N. 6th St.  
Lafayette, IN 47901  
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[ywcalafayette.org](http://ywcalafayette.org)

**Women’s Cancer Program Financial Navigator**

**Department:** Women’s Cancer Program (WCP)  
**Supervisor:** Program Director  
**Classification:** Part-time, Non-Exempt

**Be part of our mission**

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

The mission of YWCA Women’s Cancer Program (WCP) is to educate women in the 41-county region served about the importance of early cancer detection. WCP facilitates access to breast and cervical cancer screenings for low income, underserved, uninsured and underinsured women in Central Indiana. The program has expanded to offer screenings and services that promote healthy behaviors to reduce the risk for heart disease and stroke.

**Position Overview**

The WCP Financial Navigator is responsible for managing program billing services, coordination of required program paperwork and scanning of documents to Indiana State Department of Health. The Financial Navigator reports directly to the Women’s Cancer Program Director.

**Essential Functions**

- Manages billing for services, including determining patient eligibility for various funding programs, claims submission and provider payments
- Works directly with billing companies to obtain claims for services approved through program
- Acts as liaison with provider billing departments and communicate as necessary to resolve any disputed payments
- Participates in weekly staff meetings
- Maintains client and program confidentiality
- Maintains all necessary documentation and records
- Represents organization in a professional manner at all required meetings and events
- Other duties as assigned

**Requirements and Qualifications**

- Associates Degree or experience equivalent preferred
- Ability to multi-task and adjust priorities as needed
- Knowledge of medical billing preferred
- Knowledge of community resources and support organizations preferred
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations
- Strong written and oral communication skills and ability to speak in public effectively
- Familiarity with common computer software such as Word, Outlook and Excel

**Pay/Benefits**

Part-time position up to 20 hours per week. More hours may be available in the future. Rate of pay commensurate with experience.

To be considered, interested applicants should provide resume and cover letter by Friday, Dec. 20, 2019, to Amber Thurman, Senior Director Women’s Cancer Program at [athurman@ywcalafayette.org](mailto:athurman@ywcalafayette.org).

A criminal conviction check is required for employment in this position. The YWCA is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce.