WISEWOMAN Program Facilitator

**Department:** Women’s Wellness Program  
**Supervisor:** Program Director  
**Classification:** Full-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 Wellness Program is to educate women in the 36-county region served about the importance of early cancer detection. The Women’s Wellness Program 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 WISEWOMAN Program Facilitator performs a variety of tasks to initiate client enrollment and participation in the WISEWOMAN program. The WISEWOMAN program serves low-income, uninsured, and underinsured women aged 40 to 64 years, with heart disease and stroke risk factor screenings and services that promote healthy behaviors to reduce the risk for heart disease and stroke. CDC provides funding to local WISEWOMAN programs to enable qualifying women to receive free screenings and counseling about their risk for heart disease and stroke. Women are then supported as they participate in Healthy Behavior Support Services such as individual health coaching, Eat Smart Move More, Diabetes Prevention Program or Noom. The services provided by each WISEWOMAN program vary, but all are designed to promote lifelong heart-healthy lifestyle changes.

**Essential Functions**

The Program Facilitator will be responsible for but not limited to:

- Scheduling appointments for qualified women to be screened by the WISEWOMAN Nurse Practitioner.
- Checking women into their screening appointments while following safety guidelines.
- Preparing WISEWOMAN required paperwork for clients.
- Assisting the client with the completion of WISEWOMAN program forms.
- Ensuring that forms are complete, legible and accurate.
- Referring participants to appropriate Healthy Behavior Support Service to address nutrition, physical activity and/or other behavior change needs.
- Referring smokers to tobacco cessation resources.
- Providing access to community-based physical activity options such as gym memberships and passes to local park and recreation services.
- Maintaining complete, accurate and timely records for Indiana Department of Health and Centers for Disease Control.
- Serving as a resource for WISEWOMAN providers in Indiana.
- Attending monthly and quarterly meetings with the WISEWOMAN team over the phone or Indianapolis location.
- Ensuring timely flow of required documents, reports and claims.

**Requirements and Qualifications**
- Bilingual fluent in Spanish.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Knowledge in nutrition and physical activity is preferred.

**Pay/Benefits**

Full-time position with benefits. Rate of pay commensurate with experience.

To be considered, interested applicants should provide resume and cover letter to Amber Thurman, Senior Director Women’s Wellness Program at athurman@ywcalafayette.org.

A criminal conviction check is required for employment in this position. YWCA Greater Lafayette is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce. Applicants from diverse backgrounds are highly encouraged to apply and are not discriminated against based on their race, color, national origin, sex, sexual orientation, sexual identity, disability, or age.