WCP INTAKE SPECIALIST

Department: Women’s Cancer Program (WCP)
Supervisor: Senior 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.

Position Overview

The WCP Intake Specialist is responsible for facilitating access to WCP service for all potential clients.

Essential Functions

- Answer incoming calls and greet guest in a courteous and compassionate manner.
- Determine general program eligibility and obtain any necessary documentation.
- Make referrals to program participating medical providers.
- Maintain personal statistics to aide in monthly reporting.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Other duties as assigned.

Requirements and Qualifications

- Associates degree or experience equivalent preferred.
- Spanish fluency preferred.
- Data entry experience or related office experience preferred.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- 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 Wednesday, March 31, 2021, to Amber Thurman, Senior Director, Women’s Cancer 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.