****

**Position Title**:Breast Cancer Financial Assistance Specialist

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time, non-exempt (37.50 hours per week)

**Salary:** $21-23/ Hour

**Standardized Benefits**: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Position Overview**

With funding from Komen San Diego, JFS provides services that help reduce barriers to treatment and recovery for breast cancer patients. The Breast Cancer Financial Assistance Specialist responds to all incoming inquiries from breast cancer patients for assistance, and determines whether they could benefit from limited financial assistance, transportation assistance, case management, and/or referrals to internal or external resources.

**Essential Duties and Responsibilities:** The Breast Cancer Financial Assistance Specialist works as a member of the Family and Community Services team, and provides the following:

* Conducts screening and intake for calls regarding breast cancer assistance.
* Conducts initial assessment to identify individual needs and risk issues.
* Screens potential clients’ immediate needs for appropriate internal and external referrals.
* Refers clients that need more intensive services to JFS Breast Cancer Case Management.
* Processes requests for financial assistance, according to JFS and Komen guidelines; ensures check requests are submitted in a timely manner, and that all documentation needed for processing is collected and approved by the appropriate management.
* Facilitates transportation to medical appointments for breast cancer clients, as needed.
* Follows up with clients and/or referrals, as appropriate.
* Accurately tracks statistics and expenses for grant reporting.

**Minimum Desired Education and Experience:**

* Ability to offer professional and friendly service in a fast-paced environment
* Minimum of one year customer service experience
* Knowledge of community and breast cancer resources
* Excellent communication skills required
* Bachelor’s Degree in a human service field preferred
* Experience with crisis management helpful
* Proficiency in Microsoft Word, Excel and Outlook
* Experience with client data tracking software

# Contact Information

To be considered, please email your resume, cover letter (including salary requirement) to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only, and no follow-up phone calls or emails.

# About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit [www.jfssd.org](http://www.jfssd.org).