



## **INTAKE WORKER/PROGRAM COORDINATOR**

The Community Health Law Project (CHLP) seeks a full-time Intake worker and program coordinator for its Westmont office. The Intake Worker will be screening potentially eligible clients, coordinating outreach events and completing monthly reports for *the NJSave Program* in Atlantic County, NJ. . NJSave is an online application to help low-income older adults and individuals with disabilities save money on Medicare premiums, prescription costs and other living expenses.

CHLP is a New Jersey statewide non-profit organization that provides legal services and advocacy to low-income individuals living with disabilities. CHLP offers a supportive environment where you can work with diverse individuals, explore new ways of thinking and expand your capabilities. Our pace of work enables fast learning and fosters an environment where you can make an impact on the lives of others.

### **Responsibilities Include:**

- Manage the front desk, answering phone calls and taking/delivering messages.
- Conduct applicant screening and intakes over the phone.
- Handle other administrative tasks associated with client intake and access, including reporting, error checking, creation of files, and closing cases.
- Scheduling meetings, coordinating events and managing the office calendar.

### **Qualifications:**

- High school degree or GED.
- Ability to communicate and write clearly and understandably.
- Demonstrates professionalism, compassion and work as a team player.
- Proficient in word processing programs.

- Valid driver's license and use of a personal vehicle for occasional work-related travel or other means of fulfilling responsibilities for occasional work-related travel.

**Salary and Benefits:**

- From \$40,000 to \$50,000.
- Salary is commensurate with experience
- Health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

**Length of Term:**

This position is a 1-year term position from July 1, 2024 to June 30, 2025 with a possibility of extension based on the availability of program funding.

**How to Apply:**

- Email resume and references to Kristin Bricketto, Managing Attorney at [kbricketto@chlp.org](mailto:kbricketto@chlp.org) Community Health Law Project, 216 Haddon Avenue, Suite 703, Westmont, NJ 08108

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**