

GOOCHLAND CARES

Free Clinic and Family Services

Employment Opportunity

Registration Coordinator

Bi-Lingual and Minorities Encouraged to apply

Position Overview

This position ensures accurate and complete client registrations by coordinating the registration process which determines eligibility for GoochlandCares services.

Essential Job Functions

- Ensures clients' registrations are complete and accurate by implementing trauma-informed practices that promote the dignity of all stakeholders and the Goochland community
- Oversees volunteer and staff registrars
 - Provides leadership to registrars
 - Audits all forms and processes completed by registrars
 - Updates all client registration data in paper and electronic records
 - Manages all registration filing and documentation
 - Manages registration scheduling
- Processes financial documentation and determines client eligibility
- Communicates with clients regarding need to re-register and their eligibility status
- Develops and maintains procedures related to registration process and information flow
- Serves as liaison between GoochlandCares and outside agencies as related to registration
- Participates in client outreach activities
- Special projects and other duties as assigned

Requirements

- Commitment to the mission of the GoochlandCares
- Understanding that all employees are responsible for volunteer engagement as evidenced by demonstration of effective skills in working with volunteers
- Effective and trauma-informed interpersonal skills displaying a caring, tactful, diplomatic, and respectful attitude towards clients, volunteers, and staff.
- Outstanding organizational skills
- Ability to adhere to details as well as understand the big picture
- Excellent communication skills (written, verbal, and interpersonal)
- Flexibility to adapt to changing situations and schedules
- Strong self-awareness and willingness to seek assistance when needed
- Computer competency in Microsoft Word and Excel as well as the ability to learn GoochlandCares client database systems

To apply

- Please send resume and cover letter to Carol Dunlap, Family Services Director, at cdunlap@goochlandcares.org.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

GoochlandCares.org

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