

Community Outreach Training Center, Inc.
500 West Washington St.
Thomasville, Ga 31792

CHAP Referral Specialist Job Description

- Update files as clients are scheduled for interviews
- Collect and verify all documents for approval
- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Help maintain the Onsite scheduling for County visits
- Organize and schedule meeting and events
- Schedule and document all interviews with CHAP applicants
- Manage technical issues in their area of expertise
- Carry out clerical duties, using copier, including answering phones, data input and preparing documents
- Review and organize all client files prior to approvals
- Excellent Clerical and communication skills a **MUST!**

High School Diploma or GED required.

Some College preferred.

Proficient with Microsoft Office (specifically MS Word and MS Excel)

Experience in professional office environment

Customer and/or Call Center experience preferred.

Excellent written and verbal communication skills a **MUST!**

32-34 hours per week