

Women's Medical Fund Access Counselor Job Description

WMF is a non-profit that is working to protect and expand access to abortion through direct service, activism and public education. We operate a Help Line that provides referrals and funding to women who want to terminate a pregnancy, but lack the funds to obtain a safe, legal abortion.

Position Title: Access Counselor

Overview: The primary responsibility of the Access Counselor is to provide information, referrals, and funds to women and girls who call the WMF Help Line for financial and other assistance in order to obtain an abortion.

Duties: Interview clients on the phone, decide how much funding to provide each woman, interact with staff at abortion provider offices, enter data into the client database, and complete other daily administrative work. Access Counselors may also work on community outreach and education or other activities based on the needs of the organization and the specific interests and abilities of the student.

Qualifications: Commitment to reproductive justice, ability to work with people of diverse backgrounds, supportive manner, attention to detail. Prefer some experience in peer counseling however it is not required.

Hours: Access Counselors must be available for one shift per week occurring during WMF business hours of 9am to 5pm, Monday through Friday. Each shift is a minimum of 5 consecutive hours.