Oncology Nurse (Enrolment Coordinator) Job Description

Position: Oncology Nurse (Enrolment Coordinator)

Hours: 3-5 days per week

Location: Remote (must be based in Australia)

Salary: $75-85k+ super, depending on experience

Reporting to: Chief Growth Officer

Apply here: https://airtable.com/appgSNfCMgxbF6uSJ/shrjeByPqhwJk4JDA

About Osara Health

Osara Health is an oncology support company founded in 2015 by cancer specialists to transform the experience of living with cancer.

We build support programs and technology designed to support and empower people impacted by cancer.

Our partnerships are with disability and life insurers, health insurers, and employers to improve outcomes for people affected by cancer. We combine human coaching, digital tools, and clinical rigor to help members navigate symptoms, work planning, and caregiving, and to support insurers and employers with measurable results.

We believe strongly in the power that positive healthy behaviors can have on clinical outcomes, which is why we aspire to be the leaders in behavior change.

Osara Health is trusted by participants, employers and insurers and across Australia, New Zealand, Canada & the US.

The Role

We're seeking an oncology nurse to perform the role of Enrolment Coordinator to proactively connect eligible individuals with our cancer support programs through outbound outreach. A significant portion of this role involves making cold calls to individuals referred by our insurance and employer partners, explaining program benefits, and guiding them through the enrolment process.

This is a unique opportunity to shape processes and systems from the ground up while making a direct impact on participant experience. You'll have visibility across the entire participant journey and play a critical role in scaling our programs as we grow.

This role is ideal for someone with an allied health background who thrives on organisation, enjoys problem-solving, and wants to make a meaningful impact in cancer care without direct clinical delivery.

What you will do:

Outbound Outreach & Enrolment

- Make outbound calls to referred individuals who haven't yet engaged with the program or been in touch with Osara
- Explain program benefits and answer questions to encourage enrolment
- Build rapport and address concerns or hesitations about participation
- Track outreach attempts and conversion rates

Participant Onboarding

- Facilitate the consent process and ensure all necessary approvals are obtained
- Schedule and confirm first coaching appointments
- Follow up on pending referral approvals from insurers and other referral partners
- Coordinate appointments with the health coaching team

Requirements:

- Comfort with cold calling and proactive outreach
- Strong phone presence and ability to build trust quickly over the phone
- Exceptional organisational skills with ability to manage multiple priorities simultaneously
- Strong written and verbal communication skills, with ability to convey empathy and professionalism
- Comfortable working with technology and learning new systems quickly
- Self-motivated and able to work independently in a remote environment
- Understanding of privacy and confidentiality requirements in healthcare settings

Highly Valued:

- Allied health background (nursing, social work, psychology, occupational therapy, physiotherapy, or similar) is highly valued
- Experience in oncology, cancer support services, or health insurance settings
- Familiarity with chronic disease management or health coaching models
- Experience with CRM or scheduling systems

- Problem-solving mindset with ability to adapt processes as needs evolve

Working at Osara:

Competitive salary, remote work and learning stipend, flexible working and supportive leave policies. Osara offers 8 weeks paid parental leave for primary and secondary carers. We have a Sydney hub and a distributed team in Australia and North America.

Equal Opportunity:

We carefully hire the best talent we can find, which means actively seeking diversity of beliefs, backgrounds, education, and ways of thinking. We strive to build an inclusive culture where differences are celebrated and leveraged to inform better design and business decisions. Osara Health is proud to be an equal opportunity workplace. We are committed to equal opportunity regardless of race, colour, religion, sex, gender identity, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, marital status, sexual orientation, or any other basis protected by commonwealth laws.

Application process:

- Intro conversation
- 1 hour live working task
- Interview
- References

How to apply

If this sounds like an exciting opportunity for you, please apply by heading here.
We look forward to receiving your application!