

## Hospital Council of Northwest Ohio (HCNO)

<u>Job Title</u>	Pathways Intake Specialist
<u>Department</u>	Northwest Ohio Pathways HUB
<u>Department Head's Title</u>	Vice President, HCNO
<u>Immediate Supervisor</u>	Intake Manager
<u>Hours</u>	40 hours, M-F with occasional nights/weekends
<u>FLSA</u>	Hourly, nonexempt

### A. Position Qualifications

- Minimum of bachelor's degree in social work; or related field required;
- Proficient in the use of Microsoft Office Suite software;
- Ability to learn commonly used software programs as well as specialized software required;
- Excellent written and verbal skills required;
- Must be able to work as a member of a team;
- Must be adaptable to changes in job responsibilities;

### B. Responsibilities

The person holding this position is responsible for:

- Triaging and assigning of referrals from community-based partners;
- Utilizing Microsoft Excel to organize and collect data from a variety of sources;
- Ongoing auditing of program information for data quality;
- Tracking and reporting outcomes to funders and referral partners as needed;
- Providing training and implementation of the Getting to One Assessment & Referral project to participating practices and health systems;
- Communicating with individuals inside and outside of the organization;
- Attending meetings and trainings as required;
- Assist with other related projects, as assigned;

### Physical Demands/Work Environment:

Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone. Ability to travel occasionally domestically. HCNO is an equal employment opportunity employer.

If interested and qualified for this position email cover letter, resume along with salary requirements to Tina Hacker, HR Manager at [thacker@hcno.org](mailto:thacker@hcno.org)