

Hospital Council of Northwest Ohio (HCNO)

Job Title	Pathways Project Manager
Department	Northwest Ohio Pathways HUB
Department Head's Title	HUB Director
Immediate Supervisor	Assistant Director, Pathways HUB
Hours:	40 Hours M-F
FLSA Status:	Exempt; salary

Position Qualifications

- Minimum of master's degree in Public Health or related health care field required;
- Minimum 5 years' experience in securing grants and funding with grant management experience required; 5 years' experience in a leadership and management role
- Experience in managing multiple funding streams including grants and contracts
- Proficient in the use of Microsoft Office Suite software;
- Ability to learn commonly used software programs as well as specialized software required;
- Self-starter, motivated, organized, dependable, and capable of multitasking
- Able to get along with others, flexible schedule, good work ethic
- Excellent written and verbal skills
- Able to lead diverse teams towards a common goal
- Valid driver's license with reliable transportation
- Adaptable and able to accommodate occasional travel within Ohio and out of state travel

Responsibilities

- Serving on HUB Leadership team comprised of HUB director, assistant director, operations manager and intake manager;
- Managing state level funding between the funder, The Hospital Council of Northwest Ohio and its contracted partners;
- Ability and authority to make decisions independently and with management team
- Managing all HUB Contracts and program compliance (contracts with Managed Care, Funders, Care Coordination Organizations, CHW Stipend);
- Liaison with Director of Compliance regarding compliance with privacy regulations and other health care law regulations on a federal and state level
- Working closely with HCNO fiscal staff to develop and monitor personnel budgets.
- Supervising and mentoring program staff;
- Liaison with organizations partnered with the Pathway HUB to provide care coordination;
- Writing grants and leading the grant teams effectively;
- Providing excellent customer service with individuals inside and outside of the organization; will build relationships and partnerships
- Working with HUB personnel and partners to ensure high quality and results oriented client services;
- Working with the HUB Director and Assistant Director on various projects as needed;
- Attending management conferences, meetings and trainings as required;
- Assist with other related projects, as assigned.

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

HCNO is an Equal Opportunity Employer