

Hospital Council of Northwest Ohio (HCNO)

<u>Job Title</u>	Pathways Intake & Invoicing Specialist
<u>Department</u>	Northwest Ohio Pathways HUB
<u>Immediate Supervisor</u>	Intake Manager

A. Position Qualifications

- Bachelor's degree in Business Administration, Social Work, or related field preferred; Associate degree required
- Proficient in the use of Microsoft Office Suite software, Excel, and Word experience
- Ability to learn commonly used software programs as well as specialized software required
- One to two year's experience in health care or nonprofit organization preferred
- 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:

- Assist with providing regular reports to funders and referral sources as needed
- Attend planning groups/meetings as required
- Referring clients as needed to other community partners
- Assist with developing and implementing policies and procedures referrals and enrollments.
- Create and reconcile monthly invoices
- Assist with check turning
- Contact potential clients to provide information regarding the Pathways program and other identified community resources
- Data entry into the Pathways HUB database and Microsoft Excel spreadsheets
- Maintain communication regarding client outcomes with the referring providers
- Assist with receiving and sorting incoming referrals
- Serve as backup for the point of contact for community agencies referring clients to the Northwest Ohio Pathways HUB.
- Work collaboratively with local agencies to provide services to families. Perform information and referral services. Maintain complete records for agency policies and procedures.
- Adhere to agency regulations and rules
- Other related duties as identified

If interested and qualified for this position email cover letter, and resume to Tina Hacker, HR Director at thacker@hcno.org

HCNO is an Equal Opportunity Employer. We encourage minorities, women, and qualified candidates with disabilities to apply. We offer a competitive salary commensurate with experience, along with a comprehensive benefit package.