

**The Hospital Council of Northwest Ohio (HCNO)
Job Posting**

Job Title: Pathways Coordinator

Department: Northwest Ohio Pathways HUB

Immediate Supervisor: HUB Assistant Director

Hours: Full-time; 8a-5p, flexible, remote/hybrid, live within Toledo area

FLSA Status: Exempt; salaried position

POSITION QUALIFICATIONS:

- A master's degree in health-related field or equivalent degree required;
- Previous experience in public health or a hospital setting required;
- Knowledge of project evaluation, statistics, and medical terminology is critical;
- Experience with project management required;
- Ability to work with diverse constituents and coalition development experience required;
- Healthcare and grants management experience desired;
- 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;
- Experience working within the Pathways Community HUB Model desired;
- Critical thinker, able to research, design, oversee and complete projects with minimal guidance;
- Must be a self-starter, independent worker, and able to work as a member of a team;
- Must be adaptable and willing to accommodate routine travel within Ohio and elsewhere as required. Hours and compensation negotiable.

JOB DUTIES & RESPONSIBILITIES:

- Assist in training around the Pathways Community HUB Model, Pathways database, and other trainings as needed for all Community Health Workers and HUB staff;
 - Assist with day-to-day operations of the Pathways HUB;
 - Provide technical assistance to Community Health Workers, agencies, and staff;
 - Assist in quality improvement processes and implementation for HUB operations;
 - Serve as a point of contact for Community Health Workers (CHWs) regarding important client information and system issues;
 - Assist in grant procurement, management and reporting for various funder streams;
 - Lead special projects that lead to improved outcomes among clients;
- Other duties as assigned

If interested and qualified for this position email cover letter, and resume to Tina Hacker, HR Director at thacker@hcno.org or fax to 419-842-0999.

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