

Pathways HUB Specialist

The Hospital Council of Northwest Ohio is seeking a full-time Pathways Specialist. Don't miss this opportunity to join a dynamic team of people making a difference in the health and wellness of Northwest Ohio! This is a full-time, non-exempt position with some flexibility in hours and the ability to work a hybrid schedule.

Job Title: Pathways Specialist

Hours for the Pathways Specialist: Full time exempt position, 8 a.m. to 5 p.m., ability to work a flexible schedule when necessary/evenings/weekends, remote/hybrid, must live within the Toledo area.

Pay Range for the Pathways Specialist: \$22-26/hr. dependent upon education and experience.

Responsibilities of the Pathways Specialist

- Independently perform day-to-day administrative duties as assigned;
- Assist with processing referrals and assigning them to the appropriate Community Health Worker and/or community agency for needed services;
- Complete enrollments accurately and timely
- Analyze/audit the data for errors;
- Assist with invoicing Medicaid Managed Care;
- Provide regular reports to funders and referral sources as needed;
- Attend planning groups/meetings as necessary
- Assist with developing and implementing policies and procedures for referrals and enrollments
- Providing training and implementation of the Getting to One Assessment & Referral project to participating practices and health systems
- Entering client information into database and/or Excel spreadsheets
- Respond to CHW and community questions, concerns.
- Attend planning groups/meetings as necessary
- Work collaboratively with local agencies to provide services to families. Perform information and referral services.
- Assist with coordinating schedules, meetings, minutes, and correspondence; ordering supplies
- Assist with coordinating Board, Committee, Task Force meetings, materials, minutes, etc.;
- Other related duties as identified

Qualifications of the Pathways Coordinator

- Bachelor's degree in social work or related field required
- Proficient in the use of Microsoft Office Suite software including Word & Excel;
- One to two years' experience in nonprofit healthcare setting preferred;

- 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 and individually;
- Must be adaptable to changes in job responsibilities;

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

Benefits include:

- 403(b)
- Pension Plan
- Health Insurance
- Dental Insurance
- Flexible spending Account
- Health Reimbursement Account
- Employee Assistance Program
- Flexible schedule
- Life and Long Term Disability Insurance
- Vacation and Sick Time
- Personal Time
- Paid Holidays

If interested and qualified for this position, email cover letter and resume to Linda Cubberly, Human Resources at lcubberly@hcno.org.