

EMPLOYMENT OPPORTUNITY

Position	Community Service Specialist - HUB (Referral Coordinator)
Department	HUB
Reports to:	HUB Clinical Coordinator
Job Summary	Under general direction, serve to facilitate communication between referral sources and contracted care coordination agencies; implement referral intake process; oversee allocation of referrals to community based care coordination agencies; assisting with client enrollment at a variety of community agencies; perform intake of referrals including collection of patient demographics, insurance/financial information via phone, fax or on-line portal; monitor ratios of care coordinators to clients; assist in tracking referral outcomes; perform a variety of clerical support functions.
Requirements	Associate's Degree in Human Services, Social Work or related field with one (1) year experience in community service operation or equivalent combination of experience and/or training; Community Health Worker Certification preferred. Possession of a valid State of Ohio vehicle operator's license and transportation (some/frequent travel required); fingerprint and background check conducted. Summit County residency required within 12 months of hire.
Pay Rate	\$13.25 per hour (Level 7)
Benefits	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification:	Full-time,
Work Schedule:	Year-Around
FLSA Status:	Non-Exempt

POSTING DATES **07/10/2017 – Continuous until Filled**

**Send Resume/
Application to:** Akron Summit Community Action, Inc.
Human Resources Department
55 East Mill Street, Akron, Ohio 44308
Or, E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS

Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org

EOE