

# EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>PROJECT COORDINATOR – HUB (Quality Assurance)</b>
<b>Department:</b>	HUB
<b>Reports to:</b>	Program Administrator (Clinical Coordinator)
<b>Job Summary:</b>	Under general direction, analyze, develop and implement quality improvement activities to increase compliance with operational policies and certification standards to improve outcomes within the Pathways Community HUB; monitor referrals coming into and out of the HUB from the Care Coordination Agencies and referral partners; provide technical assistance to Care Coordination Agencies and referral partners; conduct quality improvement audits with Care Coordination Agencies; monitor client case records for compliance with HUB policies and procedures; reviewing weekly reporting to monitor referrals and outcomes; partner with referral agencies for outreach and program coordination; assist in preparation, distribution and presentation of data and reports.
<b>Requirements:</b>	Bachelor's Degree in Human Services, Social Work or related field with two (2) years' experience in community service operation or equivalent combination of experience and/or training; State of Ohio Driver's License and transportation (some/frequent travel required); fingerprint and background checks conducted; Summit County residency required within 12 months of hire.
<b>Pay Rate:</b>	\$15.15 per hour/ \$31,512.00 annualized (Pay Grade 24)
<b>Benefits:</b>	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
<b>Classification:</b>	Full-time
<b>Work Schedule:</b>	Year Around
<b>FLSA Status:</b>	Exempt
<b>POSTING DATES</b>	<b>03/23/2017 – Continuous Until Filled</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <b>Or</b> , E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For complete job posting and other agency information visit [www.ascainc.org](http://www.ascainc.org)

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