

# EMPLOYMENT OPPORTUNITY

**Position:** **PROGRAM ADMINISTRATOR – HUB  
(Clinical Coordinator)**

**Job Summary:** Under general direction, provides indirect clinical oversight to Care Coordination Agencies; align daily work with the HUB's purpose and principles; provide training, support and guidance to the Care Coordination Agencies to ensure that at-risk children, adults and families in Summit County are identified and have access to resources and the results are documented and measured; implements operational guidelines and review with Care Coordination Agency partners; provide monitoring and oversight of Care Coordination Agencies; coordinate services with other health and social service agencies; write proposals for and manage federal, state and local grants; collect data and prepare monthly, quarterly and annual statistical reports; manage and review the Care Coordination Agencies' contracts to ensure expectations are met; supervise and coordinate activities of assigned staff, assign and review work, evaluate staff; interview and recommend hiring of job applicants; ensure assigned staff comply with agency policy and procedures, recommend corrective action necessary; resolve the most difficult problems that arise due to unit operations (employees, clients, officials); Attend conferences, meetings, workshops and seminars as required.

**Requirements:** Bachelor's Degree in Social Service, Business Administration, Health Care or related field (Master's preferred) with two (2) years' experience in community service operation or equivalent combination of experience and/or training; Licensure required. 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.

**Pay Rate:** \$23.95 per hour/ \$48,838.40 annualize

**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:** Exempt

**POSTING DATES** **02/16/2018 – 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](mailto:resumes@ascainc.org)

**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) EOE