



POSITION DESCRIPTION: REFERRAL AND INTAKE COORDINATOR

SUMMARY: Founded in 1973, Ohio Children's Alliance is a non-profit statewide trade association located in Columbus, Ohio. The Alliance provides a challenging and rewarding work environment that fosters teamwork and inspires professional excellence. The Alliance offers professional services to community foster care and mental health agencies, such as trainings, conferences, and business consultation; it lobbies government agencies on matters that impact children, families, and the community agencies that serve them; and is leading a pediatric health care provider network.

The position is part-time and works remotely, with occasional travel required within central Ohio. The ideal candidate will manage the referral process for Ohio's statewide extended foster care program, Bridges, as well as support the Bridges program staff.

QUALIFICATIONS: In order to adequately fulfill this position an individual must have:

- Proficiency with Microsoft 365 products (Outlook, Word and Excel); ability to quickly gain proficiency using other software and web-based services
- Familiarity with databases; ability to learn and navigate a database software system.
- Excellent written and verbal communication skills.
- A valid driver's license and reliable transportation.
- Access to a computer and phone.
- Highly organized, motivated and efficient; ability to manage multiple work assignments and responsibilities simultaneously.
- Ability to work independently and as a member of a team.
- Possess an Associate's Degree; Bachelor's Degree preferred.

DUTIES: Under the direct supervision of the Bridges Program Administrator, this employee will:

- Manage the Bridges program statewide referral process in accordance with associated policies and procedures.
- Prepare and maintain Excel spreadsheets to track referral information and provides timely updates to team members
- Generates database reports on such topics as:
 - Bridges participant enrollment
 - Referrals of young adults into Bridges
 - Bridges Provider Agency caseload.
- Maintain regular communication with the Regional Coordinators to assist in managing the referrals in their regions.
- Provide other duties as assigned.
- Attend occasional staff meetings or supervision meetings

WAGE AND BENEFITS: \$16.00 per hour. Approximately 30 hours per week.

APPLICATION INSTRUCTIONS: To apply for the Referral and Intake Coordinator position, please email a resume and cover letter outlining your qualifications and why you are interested in this position to karen.hill@ohiochildrensalliance.org. PDF format is preferred. References will be requested during the interview process. To be considered for this position please apply prior to November 30th. No phone calls, please.