



**Employment Opportunity (Entry Level)**  
**Intake Specialist**

Health Net of West Michigan (HNWM) has a full-time opening for an Intake Specialist. Duties include covering front desk, greeting clients and partners by phone and in person, serving as the entry point to HNWM services, entering client referrals into database, coordinating client transportation services and other miscellaneous office responsibilities. Hours are 8:30 am – 5:00 pm, Monday through Friday. The ideal candidate will be detailed oriented, dependable and able to provide customer service with a helpful, pleasant attitude and perform quick, accurate data entry. Solid work history including customer service experience required. We offer an innovative and diverse workplace with competitive salary and benefit package. Starting hourly rate is \$15.00 per hour. Desired candidates should be able to speak, read and write Spanish fluently.

**To apply**, please submit cover letter and resume to: [careers@healthnetwm.org](mailto:careers@healthnetwm.org)

**Company Profile:** Health Net of West Michigan bridges gaps in healthcare by connecting individuals with the basic resources that every human being deserves to live a healthier life. We work primarily with vulnerable populations. We take a holistic approach to health by partnering with healthcare professionals, institutions, and non-profit organizations to provide education, accessibility and individualized attention including physical, mental and emotional support for the communities in which we work. We are experts at navigating the healthcare system and connecting clients to vital resources.

**Commitment to diversity and inclusion:** Health Net of West Michigan embraces the principles of diversity and inclusion. We proudly serve all persons in our community with respect for each person's unique individual and cultural differences. We firmly stand in our commitment to eliminate racism and all other forms of discrimination from our workplace and our community.

**Location – Grand Rapids, Michigan:** Grand Rapids is a great place to live, work and play. Grand Rapids is the second largest city in the state and is known for its philanthropy. Downtown is safe and clean and surrounded by an eclectic mix of walkable and attractive neighborhoods. With a medical and life sciences industry boom, strong entrepreneurial activity, dedication to green building and living, and innovative employers, Grand Rapids continues to grow and thrive.