



Employment Opportunity – Intake Data Entry Specialist

Health Net of West Michigan has a part time temporary/seasonal opening for an Intake Data Entry Specialist. Health Net seeks positive, self-motivated individuals with high quality standards to work in an innovative and diverse environment. The Intake Data Entry Specialist provides an excellent opportunity for practical experience in customer service, data entry, and program operations support. While under the supervision of the Intake Supervisor, the Intake Data Entry Specialist will have the opportunity to assist clients and community partners by serving as the entry point to Health Net of West Michigan’s services, and routing referrals to appropriate staff for service delivery. This position requires high attention to detail in data entry and data collection. The Intake Data Entry Specialist will work as a member of the Client Services team that provides services to individuals/families by addressing social determinates of health.

Desired candidates are be pursuing an Associate’s or higher level degree with college course work in the areas of public health services, public administration, or nonprofit management. Candidates must have the ability to learn new software systems quickly and to collect data/key data with accuracy. Strong Microsoft Office skills is required.

Pay range: This part-time temporary/seasonal position pays \$10.00 - \$12.00 per hour.

To apply, please submit cover letter and resume to: 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.

Posting Date: June 8, 2020

Posting Deadline: June 30, 2019