

JULY 8, 2016

TITLE: Admissions Coordinator

DEPARTMENT: Administration

SUPERVISOR: Nursing Home Administrator

SHIFT: 8:00am – 4:30pm

Full time 40 hours/week

LOCATION: RiverWoods

On call weekends/holidays

BRIEF DESCRIPTION: Responsible for building and maintaining census in the Nursing Care Center and Personal Care. Reviews all referrals and coordinates the pre-admission and admission process for the Nursing Care Center and Personal Care

PRIMARY RESPONSIBILITIES:

- Directs and manages the admission process for all admissions to the Nursing Care Center (NCC) and Personal Care (PC).
- Conducts, in a positive, professional manner, tours of NCC and PC, by appointment or on demand.
- Regularly visits hospitals and other referral sources to review referrals and campus residents currently in external acute placements. Responds to referrals within 30 minutes.
- Establishes/maintains relationships with current/prospective referral sources to ensure consistent flow of referrals.
- Sends requested application packets for NCC and PC within 24 hours of receipt of the request.
- Maintains accurate waiting lists for NCC and PC.
- Meets with Nursing Home/PC Administrators and consults with pharmacy staff to manage costs of incoming admissions.
- Confirms all necessary medical supplies and equipment are obtained prior to resident admission.
- Meets with residents and family members to review all admission information and accurately completes the signing of all required forms within the required time frames.
- Accurately and timely enters initial resident demographic information into software system and maintains accurate census information in software system daily.
- Completes and coordinates monthly tracking reports for NCC and PC, including referral log.

QUALIFICATIONS:

- Minimum of an Associate's Degree (Bachelor's degree preferred) in a related field (i.e. case management and/or therapy).
- Previous experience with admission and discharge planning necessary.
- Possesses strong communication/interpersonal skills to deal effectively with public, conduct resident interviews/site visits.
- Must convey a positive, professional public image to community, residents, and co-workers at all times.
- Must be able to work independently and self-initiate. Must also function as an effective team member.
- Strong organization and planning skills required. Must be able to maintain an organized filing system/accurate records.
- Must be flexible and willing to work as need requires, i.e. evenings, weekends, holidays.
- Must possess at least intermediate level computer skills with good working knowledge of Microsoft Office Suite.
- Must have a genuine interest and concern for the person in need.
- Must possess a valid PA driver's license with a good driving record/be willing to travel and work flexible hours as needed.
- Ability to lift and support up to 25 lbs and push/pull up to 200 lbs. Must be able to push wheelchairs, geriatric chairs, and assist potential residents with disabling conditions as needed.

PHYSICAL DEMANDS:

- Moves about campus throughout shift. Frequent site visits to hospitals, referral agencies, and potential resident's homes.
- Uses speech, hearing and vision to communicate during a work day/shift.
- Sits, walks, bends, stands and reaches constantly during a work day/shift.
- Travel in and driving of motorized vehicle.
- Sits 40%, walks 40%, and stands 20%.