



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

ADMISSIONS COORDINATOR

Informational Posting

Supervisory Bargaining Unit

Department of Nursing Homes

9822 Route 16

Machias, NY 14101

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Admissions Coordinator	1	Grade 23: \$33.13-\$36.47 per hour
		Supervisory Bargaining Unit

The position involves evaluating the health care needs of people requesting admission to the nursing homes; it also involves determining the proper and appropriate level of care required based on criteria set forth in State Regulations as well as the Admissions/Discharge policy of the Department of Nursing Homes. The work is performed under general supervision of the Admissions Committee with latitude allowed for independent judgement. An Admissions Coordinator does related work as required.

Minimum Qualifications:

Candidates must meet a qualification as specified in either A1) or A2). Such candidates must also meet the qualification established in paragraph B). In the alternative, a candidate must meet either the qualification in C), D) or E):

A1) Possession of a license, registration or certification issued by the New York State Education Department to practice a health-related occupation in accordance with the NYS Education Law, Article 131, 132, 136, 137, 139, 141, 143, 153, 154, 156, 157, or 159; or possession of a license issued pursuant to Title 10 NYCRR, Part 96;

OR

A2) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in business administration, public relations, communications, health studies or education, human services, the social or behavioral sciences, the biological sciences, or closely related field.

AND

B) One year of experience in the health care industry involving social casework, sales, customer service, marketing, public relations, or supervisory or administrative experience.

Or, in the alternative, either:

C) Graduation from a regionally accredited or NYS registered college with a bachelor's degree or concentration in gerontology, social work, or hospital administration and one year of experience involving customer service, sales, marketing, or public relations;

OR

D) Graduation from a regionally accredited or NYS registered college with at least an associate's degree and three years of experience in a health care setting participating in interdisciplinary patient/client assessments, utilized to develop plans of care to

meet the medical, social, mental health, and environmental needs of patients. This experience must have involved interactions with patients, the patients' families, designated representatives, and the patients' authorized practitioners or the agency's medical director;

OR

E) Graduation from high school or possession of a high school equivalency diploma and five years of experience in a health care setting participating in interdisciplinary patient/client assessments, utilized to develop plans of care to meet the medical, social, mental health, and environmental needs of patients. This experience must have involved interactions with patients, the patients' families, designated representatives, and the patients' authorized practitioners or the agency's medical director.

This job posting is issued pursuant to Article 13 of the collective bargaining agreement.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 11, 2025 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Issued: September 4, 2025