

ADMISSIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

- Reviews admission referrals for completeness and accuracy to determine if admission is economically feasible and medically appropriate;
- Conducts pre-admission interviews with prospective residents and their families to determine eligibility and type of care required;
- Reviews financial aspects of pre-admission referrals guiding the referral to the appropriate third-party agency when necessary;
- Maintains efficient use of health care facilities by effectively scheduling admissions;
- Notifies appropriate authorities of vacancies as to when they occur in a facility;
- Participates in, and makes recommendations to the admissions committee;
- Maintains and updates a waiting pool of potential candidates;
- Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of health care facility admissions and discharge practices and procedures; good knowledge of the terminology used in geriatric and rehabilitative nursing; working knowledge of federal and state rules, regulation, and requirements related to health care facilities; ability to communicate effectively both orally and in writing; ability to prepare and maintain records and reports; courtesy; tact; physical condition equal to the demands of the position.

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.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/18/97