

## ADMISSIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The position involves evaluating the health care needs of people requesting admission to the nursing homes; it also involved 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 Administrators of the facilities, as well as, the Director of Nursing Homes, with latitude allowed for independent judgement. An Admissions Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Clinically evaluates admission referrals to determine if medically appropriate;
- Reviews admission referrals for completeness and accuracy to determine if the admission is economically feasible;
- Conducts pre-admission interviews with prospective residents and their families to determine eligibility and type of care required;
- Arranges facility tours for prospective residents and family members;
- Coordinate home evaluations as needed with Therapy Staff;
- Reviews financial aspects of pre-admission referrals guiding the referral to the Medicaid Coordinator or appropriate third-party agency when necessary;
- Maintains efficient use of health care facilities by effectively scheduling admissions;
- Maintains an accurate census of both facilities;
- Notifies appropriate authorities of vacancies as to when they occur in a facility;
- Maintains and updates a waiting pool of potential candidates;
- Communicates on a continual basis with hospitals and adult care facilities regarding prospective admissions;
- Ensures that resident rights are adhered to in the area of admissions;
- Maintains a working knowledge of Federal and State regulations and reimbursement;
- Maintain knowledge of Medicare and Medicaid regulations;
- Assist Social Work with Discharge Planning as needed;
- Prepares a variety of records and reports related to the work.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing techniques; good knowledge of health care facility admissions and discharge practices and procedures; good knowledge of the terminology used in geriatric and rehabilitative nursing; knowledge of federal and state rules, regulations and requirements related to long term care facilities; ability to communicate effectively both orally and in writing; ability to prepare and maintain records and reports; courtesy; tact.

MINIMUM QUALIFICATIONS: Either:

- A) Licensure as a Registered Professional Nurse and one year of experience in a Long-term 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 practitioner's or the agency's medical director; OR
  
- B) Licensure as a Licensed Practical Nurse and three years' experience in a Long-term 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 practitioner's or the agency's medical director

SPECIAL REQUIREMENT: At time of appointment must possess and maintain a valid driver's license and current registration to practice as a Practical Nurse or Registered Nurse in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/21/2023