

ADMISSIONS COORDINATOR

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DISTINGUISHING FEATURES OF THE CLASS: The Admissions Coordinator has responsibility for all aspects of the admission process for all patients admitted into the Sullivan County Adult Care Center. This responsibility balances the needs of the patient with the needs of the Nursing Home, ensuring maximum utilization and financial reimbursement to the facility while minimizing placement trauma to residents and families. No direct supervision of professional staff is required by this position, however, it may include supervision of subordinate clerical staff. Does related duties as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Has responsibility for all aspects of admissions, ensuring maximum utilization and financial reimbursement to the facility;

Reviews the resident census to determine reimbursement by Medicare, Medicaid, Veteran's Administration, Social Security and private insurance;

Communicates on a continual basis with hospitals, CASA, and adult care facilities regarding prospective admissions;

Maintains a current list of applicants;

Serves on the Admissions Committee to review applications for admission (and to review discharges to another level of care);

Interviews and evaluates prospective clients explaining policies and procedures;

Establishes and maintains a good working relationship and positive public relations with area hospitals, nursing homes, county departments and the community;

Ensures that patient's rights are adhered to in the area of admissions; and

Arranges for tours for prospective residents and/or family members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of New York State Department of Health regulations and federal, state and local laws pertaining to long term care; good knowledge of the problems of a geriatric population and their caregivers; working knowledge of the practices and procedures of social casework and of the social factors related to disease and disability; skill in interviewing techniques; ability to establish and maintain good working relationships with County departments, hospitals, the community, patients and families; ability to communicate effectively, both orally and in writing; and sensitivity to the reaction of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher and one (1) year of experience involving the direction of admissions of patients to a long term care facility; or
- (B) Licensure to practice as a Licensed Practical Nurse in New York State and three (3) years of clinical experience in a long term care facility.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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