

## **DIRECTOR OF ADMISSIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Admissions has responsibility for all aspects of the admission process for all patients admitted into Willow Point Nursing Facility. The incumbent establishes an effective system to gather resident information before and upon admission to assure proper placement of the resident. 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. Work is performed under the general supervision of the Nursing Home Administrator and Deputy Nursing Home Administrator for Administrative Services with leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the position. Supervision is exercised over admissions staff. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Has responsibility for all aspects of admissions, ensuring maximum utilization and financial reimbursement to the facility;  
Manages admission staff and coordinates time-off requests;  
Assesses the clinical, social and financial aspects of potential residents;  
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;  
Interviews and evaluates prospective clients explaining policies and procedures;  
Explains the facility's admission agreement and all attachments, including financial responsibilities, to potential and new residents and/or representatives;  
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;  
Implements and coordinates internal transfers for residents;  
Interacts with discharge planners in an efficient and effective manner, and reviews discharge care plans;  
Keeps accurate records of resident information, and ensures that information is kept confidential;  
Communicates and maintains accurate facility census for all facility departments;  
Arranges for tours for prospective residents and/or family members, as well as local agencies;  
Participates in marketing the facility and maintaining the budgeted census.

**FULL PERFORMANCE KNOWLEDGES, SKILLS AND ACTIVITIES AND PERSONAL CHARACTERISTICS;**

Through knowledge of New York State Department of Health regulations and federal, state and local laws pertaining to long term care;  
Thorough knowledge of the problems of a geriatric population and their caregivers;  
Good 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 communicate effectively, both orally and in writing;  
Sensitivity to the reactions of others;  
Ability to handle confidential information with discretion;  
Ability to prepare and maintain records and reports;  
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;  
Sensitivity to the reaction of others;  
Compassion and empathy;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree in nursing, social work, marketing, or closely related field and two years' of experience in a skilled nursing facility admissions; OR
- B) Possession of an Associate's Degree and four years' of experience in a skilled nursing facility admissions; OR
- C) Graduation from high school or possession of an equivalency diploma and six years' of experience in a skilled nursing facility admissions; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**NOTE:** Your degree must have been awarded 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 was 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.