

 **Admissions Assessor**

**Position Summary:**

The Admissions Assessor is responsible for developing, managing and implementing systems, particularly client screenings, admissions and contacts with utilization reviewers and case managers. He/she is also responsible for working with the admissions and facility staff to assure exceptional client and community satisfaction, and in developing and achieving community education and awareness goals.

Conducts patient assessments to identify patients for admission into treatment program. Maintains positive relationships with current referral sources. Essential responsibilities include: performing clinical assessments, expanding the referral stream and improving customer and community relationships. The Admissions Assessor achieves these objectives by providing excellent, responsive customer service, accurate, timely and comprehensive clinical assessments and proactively marketing and providing education to our referral sources.

**Duties and Responsibilities:**

* Answers inquiry calls efficiently and courteously within three (3) rings.
* Answers any questions callers may have that are of a non-clinical nature; appropriately transfers calls if clinical issues arise.
* Appropriately completes inquiry call forms.
* Coordinates and schedules prospective client screenings.
* Coordinates and processes all admissions to the facility.
* Responsible for obtaining demographic and financial information during inquiry calls.
* Forwards financial coverage information to billing unit; verifying insurance information as necessary.
* Maintains the Inquiry Call Disposition Log and follows up accordingly.
* Maintains the Client Census spreadsheet on a daily basis.
* Ensures the clinical and financial screening criteria have been met prior to admission.
* Obtains necessary consents, identifications and financial documents needed to admit client into the program.
* Provides community awareness education and in-services on behalf of facility as assigned.
* Complies with facility policies and procedures.
* Participates in all staff meetings; responsible for obtaining information if not in attendance.
* Approaches clients/family members, significant others, and visitors with a respectful, caring manner to convey a sense of concern and warmth.
* Maintains confidentiality of client information and records; and of facility proprietary, privileged, and/or confidential information.
* Communicates and problem solves via the chain of command.
* Delivers care in a non-judgmental and non-discriminatory manner, sensitive to client and staff diversity.
* Seeks corrective criticism and has the ability to evaluate suggestions objectively.
* Reported to work as assigned.
* Completes daily tasks as assigned and documents the delivery of all client services.
* Maintains acceptable overall attendance.
* Promotes a favorable/positive work atmosphere.
* Attends in-services and educational training as necessary and as assigned.
* Seeks out learning experiences and incorporates new knowledge into practice.
* Maintains flexibility and adaptability to expected and unexpected changes in the work environment.
* Reports personal symptoms of suspected illness or contagious diseases to the Program Nurse.
* Reports incidents, accidents, and occurrences in accordance with policies and procedures.
* Maintains safety of the physical environment.
* Prompt and regular attendance.
* Performs all other tasks as assigned.

**Skills/Qualifications:**

* Knowledge of the Principles and Practices of the discipline.
* Adheres to the facility ethics code.
* Knowledge of ADM guidelines.
* Knowledge of Joint Commission Standards.
* Demonstrates Proficiency in Communication & Written skills.
* Knowledge of State & Federal Statutes Regarding Client Confidentiality laws.
* Knowledge of Drug-Free Workplace
* Knowledge of Workplace Violence Prevention
* Knowledge of Corporate Integrity & Compliance
* CPR/First Aid required

**Education Level:**

High School Degree required, CATC/ CAADAC I or II, BA Degree preferred

All interested candidates should forward your resume to **ltaylor@westcoasttreatmentcenter.com**

Or apply in person at

950 N. State Street

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