

We are looking for an energetic, outgoing, ambitious, meticulous, and well-organized individual to join our team as an Admissions Coordinator within our Direct Support Services department. In this pivotal role, you will facilitate seamless admissions processes for our Intermediate Care Facilities (ICF) and Respite Facilities.

## **REQUIREMENTS**

Bachelor's degree in Health and Human Services or a related field.

Minimum of one (1) year of experience working with individuals with developmental disabilities.

Exceptional organizational skills, self-motivation, and dedication to excellent customer service.

Proficiency in both written and verbal communication, with strong problem-solving abilities.

Ability to collaborate effectively within an interdisciplinary team.

Strong attention to detail and effective multitasking abilities.

## **KEY RESPONSIBILITIES**

Oversee all facets of admissions for our ICF and Respite Facilities, ensuring efficiency and accuracy.

Conduct thorough assessments and screenings of potential admissions.

Gather comprehensive demographic, financial, medical, and program/services information from diverse sources.

Ensure meticulous completion of all required documentation.

Conduct facility tours to showcase our services and facilities.

Verify Medicaid benefits for prospective individuals.

Promptly receive and respond to inquiries and referrals for admission.

Provide compassionate support and advocacy for individuals and their families, fostering positive relationships between the facility and stakeholders.

Assist in obtaining and monitoring benefit eligibility.