Job description
Admissions Assistant:

- Articulates hospice services, mission and philosophy to patients, families, referral sources and staff
- Refers difficult nursing, psychosocial and spiritual care cases to the Patient Care Manager of Admissions
- Facilitates referral to other community agencies as appropriate
- Develops effective working relationships with referral sources and other providers
- Researches patient information, documents referral process and enters additional information in patient's medical record
- Independently responds to requests for Hospice program information
- Consults with Admissions Coordinator about insurance searches
- Schedules hospital meetings and admissions for residential care and home care
- Responds to referrals and proceeds with collection of pre-admission information in a timely manner

Candidate must exercise a moderate amount of independent judgment and discretion within established policies and procedures to analyze facts or issues and take appropriate action. Candidate must have the ability to work and function as a team member of an interdisciplinary team at all levels within the organization as well as the ability to represent the Agency effectively in a variety of settings and with diverse communities. Candidate must have well-developed oral and written communication skills, the ability to organize tasks and balance multiple demands and be proficient in the use of techniques, tools and software and to operate other typical office equipment.

Minimum Education: High School Diploma required; Associates Degree in Human Services or related field preferred.

Minimum Experience: Minimum of two years in human services, hospice or related field required.
Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday

Education:

- Associate (Preferred)

Experience:

- human services, hospice or related field: 2 years (Preferred)