

TITLE OF POSITION: UNLICENSED INTAKE COORDINATOR

TITLE OF IMMEDIATE SUPERVISOR: ADMINISTRATOR / DIRECTOR OF NURSING

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES OF POSITION
Assist in the coordination of patient care under the direction of the Coordinator.
POSITION RESPONSIBILITIES
Answer phones, receive all intake information for paraprofessional cases and enter the appropriate information in the computer.
Complete intake forms and route them appropriately for admission approval.
Assist in the scheduling of appropriately skilled person to fill the case, inputs scheduling information on the computer and continues to assist in the coordination of the scheduling.
Schedule replacement workers as needed and input scheduling information.
Assist in communication with patients/families on home health aide related issues.
Assist in the establishment of personnel files and in the checking of references for paraprofessionals being considered for hire.
Take telephone referral information if no nursing staff is available and pass referrals as soon as possible.
Handle matters related to staff and the patient they serve, with the exception of issues that require professional/clinical judgment.
Assist in the maintenance of case management notes related to personal problems and/other situations that arise with staff including those relating to patient care.
Communicate on a routine basis with contract agencies to maintain smooth relations and to obtain needed information.
Document and report changes in patient status, in service requirements, in and employee staff assignment and in particular, any unsatisfactory performance.
Perform other duties as directed.
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.
EQUIPMENT OPERATION
The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.
COMPANY INFORMATION

Has access to all patient medical and financial records, which may be discussed with all management.

QUALIFICATIONS

1. High school graduate.
2. Experience in a Home Health Care setting preferred.
3. Must be computer literate and able maintain simple records in English.
4. Must have a criminal background check.

ACKNOWLEDGMENT

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE