



<http://lifecorehealthgroup.com/admissions-coordinator/>

Admissions Coordinator

Description

Admissions Coordinator is responsible for screening individuals for appropriateness and eligibility for treatment and coordinating admission to the appropriate level of service. Admissions Coordinator is responsible for providing services that include individual, family and group therapy to individuals and families with substance abuse, mental, emotional and/or physical problems when assigned. Admissions Coordinator is responsible for outreach/consulting.

Working Conditions

- Outpatient Environment

Physical Requirements

- N/A

Positions Supervised

- None

Interested in this position? Please download the form-fill-able application attached to this job posting and submit it along with your resume.

Responsibilities

Budget Management: Admissions Coordinator will exhibit responsibility toward overall agency financing by practicing appropriate provision of direct services during work-scheduled hours as schedules mandate 100% of the time.

Research and Development: Admissions Coordinator will exhibit continuous activities related to Research and Development of this position as evidenced by participating in all training required by the Department of Mental Health, Region III Mental Health and maintain current certifications.

Customer Service: Admissions Coordinator will provide conscientious substance abuse services to individuals with substance abuse and/or serious/severe emotional and or mental disturbances or illnesses as evidenced by provision of accessible substance abuse/mental health services within catchments of service area through acceptance of referrals from community, physicians, and other agency collaborations during 100% of employment schedule.

Employment Type

Clinical

Duration of employment

Permanent

Industry

Health Care

Job Location

Tupelo

Date posted

July 10, 2019

Quality Assurance: Admissions Coordinator will adhere to quality assurance guidelines as evidenced by daily, weekly, monthly, and annual completion and submission of all required documentation pertinent to provision of services, weekly case review during staff meetings, and vigilant reassessment to insure that all services provided are consistent with the Department of Mental Health Standards, Policies and Procedures of Region III Mental Health and the National Association of Alcoholism and Drug Abuse Counselors within a 5% degree of error.

Outcomes: Admissions Coordinator will establish outcome measures as evidenced by Consumer Satisfaction and complete, accurate documentation of services provided as well as daily, weekly, monthly, and annual reporting of services rendered as required by Region III MH/MR and the Department of Mental Health 100% of the time.

Risk Management: Admissions Coordinator will assure risk management as evidenced by conscientious monitoring on consumers and families served, complete and accurate documentation of services provided, and responsible provision of referral sources to meet the needs of individuals served 100% of the time.

Other duties as assigned

Qualifications

High School Diploma or GED equivalent. Salary is commensurate with degree and experience. For individuals in recovery from chemical dependency, a minimum of 1 year sobriety is required.

Job Benefits

- 12 Hours of Personal Leave per Month
- 8 Hours of Sick Leave per Month
- Health Insurance
- Life Insurance
- PERS Retirement
- Ten Paid Holidays
- Voluntary Supplemental Policies
- ETC.