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| **The Villa Rehab Center, LLC** |  |
| **Position Type: Admissions/Administrative RN** | Full Time Position |
| **Job Description**  |
| **Job Purpose:**Recruit new admissions and provide ongoing administrative nursing support to the team. **Major Tasks, Duties And Responsibilities:*** Coordination with Admissions to the Villa from Hospitals, home based community admissions and other facilities.
* Intake of referral information.
* Assess clinical needs of all referrals with assistance of Director of Nurses and Administration, if needed.
* Validation of Insurance Information and financial information for all admissions
* Complete new admission records, i.e. Medical charts, diagnosis list, pharmaceutical needs, enter orders into computer, complete nursing assessments.
* Visits to hospitals or homes on an as needed basis. Visiting UVM once per month and NWMC twice daily as needed.
* Coordinate with staff to ensure easy transition to facility, i.e. Housekeeping, maintenance and nursing.
* Medication nurse: Will cover floor nursing as needed.
* Other duties as assigned by Nursing Home Administrator and/or Director of Nurses.

**Supervisor:**Reports to April Furlow, Administrator. **Skills/ Qualifications:**VT RN License Strong Communications SkillsStrong Computer SkillsStrong Attention to DetailHigh Level of OrganizationWeekend coverage as needed is a must. |
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