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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 Skills  Strong Computer Skills  Strong Attention to Detail  High Level of Organization  Weekend coverage as needed is a must. | |
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