

## JOB DESCRIPTION

**TITLE OF POSITION: UNLICENSED INTAKE COORDINATOR**

**TITLE OF IMMEDIATE SUPERVISOR: Coordinator/Director of Nursing**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES OF POSITION</b>
Assists in the coordination of patient care under the direction of the Coordinator

<b>POSITION RESPONSIBILITIES</b>
1. Answers phones, receives all intake information for paraprofessional cases and enter the appropriate information in the computer
2. Completes intake forms and route them appropriately for admission approval
3. Assists 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
4. Schedules replacement workers as needed and input scheduling information
5. Assists in communication with patients/families on home health aide related issues
6. Assists in the establishment of personnel files and in the checking of references for paraprofessionals being considered for hire
7. Takes telephone referral information if no nursing staff is available and pass referrals as soon as possible
8. Handles matters related to staff and the patient they serve, with the exception of issues that require professional/clinical judgment
9. Assists in the maintenance of case management notes related to personal problems and/other situations that arise with staff including those relating to patient care
10. Communicates on a routine basis with contract agencies to maintain smooth relations and to obtain needed information
11. Documents and reports changes in patient status, in service requirements, in and employee staff assignment and in particular, any unsatisfactory performance
12. Performs other duties as directed

<b>JOB CONDITIONS</b>
1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. It requires minimal lifting of office records and printouts.
4. The ability to read 12 point and larger type is required.
5. 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.

<b>EQUIPMENT OPERATION</b>
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The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.
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<b>COMPANY INFORMATION</b>
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Has access to all client medical and financial records, which may be discussed with all management
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<b>QUALIFICATIONS</b>
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| 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 |

<b>ACKNOWLEDGMENT</b>
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<b>Employee Signature</b>	<b>Date</b>
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