**Admissions Director**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Westminster-Canterbury is seeking an Admissions Director for the Hoy Center to include Stone Rehab Center. This role is the first point-of-contact for families, discharge planners and other new short stay referral sources that are looking for placement in our Stone Rehabilitation Center. The ideal candidate will work closely with and supervise the Admissions Coordinator and be involved in the community to further promote the excellence in healthcare that Westminster-Canterbury Hoy Center offers. An energetic, highly motivated team player is needed as the Admissions Director leads our results-driven census atmosphere. This highly visible position requires a customer service professional that is a detail-oriented multi-tasker who thrives in a fast paced environment. Candidate must have a genuine desire to display excellence in first impressions and customer service. The ideal candidates will be comfortable with public speaking and will required to do sales and marketing both internally and externally.

**RESPONSIBILITIES**

* Review and manage all referrals for admissions by screening patients by comparing patient's condition to admission criteria; evaluating and accepting or rejecting patients; referring patients and family to other programs and institutions.
* Maintains frequent and open communication with local hospitals and referral sources regarding patient referrals, status of referrals, bed availability and to request any further information necessary to ensure a smooth transition of care from referring agency to The Hoy Center/Stone Rehab Center.
* Uphold communication with appropriate team members regarding potential and confirmed admissions, specialty needs identified to ensure all appropriate steps of the admission process is upheld in a manner that promotes excellent customer service.
* Obtains patient information from referral sources, patient, and/or family as needed; verifies and clarifies information for accuracy, reviews/completes admission contracts with new admits and complete EHR tasks in a timely manner.
* Creates new strategies to increase growth of census and drive customer satisfaction.
* Responsible for branding, publicizing and marketing of Stone Rehab Center in support of business goals through community outreach initiatives.
* Actively promotes The Hoy Center/Stone Rehab programs and services offered to existing and new referral partners by preparing and providing informational brochures to include outcome data and conducting tours.
* Maintain and update required Admission reporting as requested by Healthcare Administrator/Executive Team.
* Support compliance with regard to regulatory requirements and bundle partnerships
* Participates in on-call rotation to support admissions 7 days a week as to support business goals.
* Responsible for meeting established census & business development goals and supervision of Admission Coordinator.

**QUALIFICATIONS**

* High School Diploma.
* LPN Licensure preferred.
* Bachelors in healthcare related field preferred.
* 1-2 years’ experience in the medical field and sales/marketing.
* Prior experience or knowledge of skilled nursing centers and business development is preferred.
* 1-2 years of supervisory experience preferred.
* Individual must be highly motivated, energetic and able to work both independently and under the direction of the Healthcare Administrator. Multi-tasker with excellent communication skills.
* Familiarity with medical/clinical terminology preferred.
* Physical Requirements:
  + Able to climb or descent 5 flights of stairs
  + Able to stand or walk for a period of at least 4 hours
  + Performs other duties incidental to the work described herein.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision