



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **CLINICAL ADMISSIONS COORDINATOR**
(Provisional* Appointment)

SALARY: \$46,932 - \$64,303 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a professional position responsible for coordinating and performing the clinical and functional screening and evaluating of admission applicants, including those with special needs such as wound care, respiratory care, severe medical complications, and behavioral needs, who apply for or have been referred to admission to Monroe Community Hospital (MCH). Duties involve collaborating with supervisors in determining whether or not MCH is an appropriate placement for each applicant based on the types of services needed. Duties are performed both at MCH and at residences. The employee reports directly to, and works under the general supervision of the Medical Social Work Manager or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Possession of a valid Occupational Therapist, Occupational Therapy Assistant, Physical Therapist, Physical Therapy Assistant, Speech Language Pathologist, Audiologist, Social Worker, or Registered Professional Nurse license, a valid certificate in dietetics-nutrition (Certified Dietitian, Certified Nutritionist, or Certified Dietitian-Nutritionist) issued by the New York State Office of the Professions or a valid certification by the Commission on Dietetic Registration** plus two (2) years paid professional*** full-time or its part-time equivalent experience at a skilled nursing facility.

**Must submit copy certificate or license with application.

***Professional, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance, labor, or similar experience.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Effective September 27, 2021, proof of COVID-19 vaccination will be required for this position, per New York State Department of Health mandate, subject to reasonable accommodation for medical and religious reasons.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: August 30, 2021

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.