



Lyngblomsten Care Center has an immediate opening for the following position:

**Admissions Coordinator**

Part-time A (30 hours per week), including every Saturday. Daily hours negotiable dependent on facility need / departmental approval.

Responsibilities include: giving tours to potential residents / loved ones / others; coordinating referrals from hospitals / clinics & other sources; collecting information about potential residents and disseminating it to the multi-disciplinary team for coordination of care; marketing the features / mission / philosophy of the Care Center to potential residents / loved ones / others in-person & through the use of technology; completing the many required tasks in preparation for an admission such as confirming payer source(s), skill level needs & obtaining all the paperwork to fulfill regulatory requirements; establishing and maintaining a database to track referrals; develop and nurture a positive relationship with our referral sources; participate in tasks required for facility quality improvement projects or grants.

Requirements include: a professional, courteous, kind, trustworthy, open, engaging and magnetic demeanor and appearance that is easily detected through telephone, electronic and face-to-face interactions. Strong computer, written, verbal and non-verbal skills with an ability to quickly adapt style to the individual consumer. Bachelor's degree. Strong ability to work within a dynamic, fast-paced environment that requires multi-tasking and prioritization of duties. Proven success in assisting customers to meet their desired goals. Comfortable assisting older adults, those with disabilities, and working in an environment of diverse cultures, ethnicities and backgrounds. Proven ability to think critically, analytically, independently and within a team with an innovative mindset & an inquiring spirit in order to achieve resident / loved one / facility goals.

If interested, please contact Leigh Emmerich, LSW, Director of Social Services/ Admissions/ Therapeutic Recreation at 651-632-5370 or [lemmerich@lyngblomsten.org](mailto:lemmerich@lyngblomsten.org).