

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** ADMISSIONS ASSESSOR **GRADE:** 14

**TITLE ABBREVIATION:** ADMIS ASSESSOR **TITLE NO.:** 6065

**JURIS.CL:** NC **SALARY CODE:** 08 **UNIT:**      **EEO CODE:** OA **FLSA CODE:** PR

**DEPARTMENT:** RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** HUMAN SERVICES

**SUPERVISOR'S TITLE:** DIRECTOR OF ADMISSIONS AND HUMAN SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for reviewing the pre-admission medical evaluations of applicants conducted by the Assistant Admissions Assessor and for preparing a financial assessment of the candidates' resources. Using this information, the Admissions Assessor makes recommendations with respect to appropriate placement within the Facility to the Admissions Review Committee. General supervision is received from the Director of Admissions and Human Services with wide latitude to exercise independent judgment in determining the appropriate level of resident care required. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Reviews medical assessment data collected by Assistant Admissions Assessor to ensure all necessary information has been gathered;
2. Conducts a financial assessment of prospective applicants by gathering data on income resources from a variety of sources;
3. Compiles medical and financial assessment data to prepare presentation for Admissions Review Committee;
4. Makes recommendations for admissions based on assessment information and beds available;
5. Upon acceptance of applicant, coordinates admission and completes necessary paperwork (e.g. Admission Agreement) with newly admitted resident and/or resident's designated representative as assigned;
6. Keeps accurate, well documented medical and financial records on all applicants;
7. Re-evaluates applicants if change in circumstances occurs between initial evaluation and time of placement, or if applicant is not placed within 90 days of initial evaluation;

8. Assesses former RHCf residents prior to return from an acute care facility as new re-admissions;
9. Maintains respite program schedule; completes Patient Review Instrument (PRI) for respite applicants at the applicant's residence; coordinates respite admissions;
10. Maintains Facility census;
11. May conduct medical assessments of prospective applicants as require;
12. May be assigned to Nursing division to perform staff nurse activities on an as-needed basis;
13. May be utilized by facility to complete PRIs for facility residents when needed;
14. Attends meetings as required.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:**

Thorough knowledge of professional nursing principles and techniques as they relate to medical and surgical practice; thorough knowledge of geriatric population, pathology of diseases affecting the elderly, dementia and family dynamics; ability to interpret and evaluate medical charts and related medical information; ability to gather and interpret financial data; ability to secure the cooperation of others; ability to establish rapport with geriatric patients; ability to keep records and make reports; good observation; patience; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department as qualifying for registered professional nurse.

**SPECIAL REQUIREMENTS:** Must possess and maintain a license to practice as a Registered Professional Nurse in New York State. By the end of probationary period, must have PRI/Screen Certification from the NYS Department of Health as required under Title X, Volume C, Part 400.13.

ADOPTED: 12/18/80  
AMENDED: 9/21/82  
AMENDED: 5/28/86  
REVISED: 2/20/90  
JURIS CL UPDATE: 5/7/91  
REVISED: 9/14/00 kmg  
REVISED: 8/10/01 kmg