

**Position Posting**

**Posting Date** 08.15.2017  
**Removal Date** 09.15.2017

**Posting Number:** 17-228

**Job Title:** Admissions Coordinator

**Company Description:** CareSprings HealthCare Management, Loveland OH

*Internship* [ ]

*Part-time Position* [ ]

*Full-time Position* [ x]

*Postings remain active only thirty (30) days.*

**Employer:** CareSprings HealthCare Management, Loveland OH

**Contact Person:** [www.carespring.com/employment/](http://www.carespring.com/employment/)

**Duties:** Represent Carespring through marketing and community involvement, as well as internally maintaining and managing occupancy rates. Personal Admissions Counselors will report to facility Administrator with input and monitoring from Executive VP of Marketing and Admissions.

**FUNCTIONS:**

To provide information on facility services to any inquiry of the facility.

1. To complete scheduled and unscheduled tours applying "Sandler" sales methods to assure that inquiries are appropriate for placement.
2. To constantly create and maintain marketing "cookbook" as the basis for establishing strong relationships with potential referral sources.
3. Working within the "sales model" while maintaining relationships with interdisciplinary team/"medical model" to coordinate patient care.
4. Completion of all required documentation in relation to new facility admissions.
5. Maintain Occupancy Goals as established by Management.

**QUALIFICATIONS:**

Proven sales experience with a background in healthcare preferred. Bachelor's Degree or Nursing License Required.

**Salary: \$45,000 to 77,500 based on experience.**

*Please do not remove.*

*Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.*