

Admissions Coordinator

The GNS is looking for an energetic RN to help build and grow census and quality mix, by providing prospective patients and/or responsible parties with appropriate information regarding the Good Neighbor Society Campus services.

The primary role of the Admission Coordinator is ensuring that each of the residents admitted to the Good Neighbor Home have an accurate and complete medical screening prior to admission to ensure levels of care are met. Candidate will also manage all tours and referrals to ensure admission process is seamless.

The desired candidate will show strength in multiple software systems, be creative, and have a strong passion for development of community connections and overall nursing care. They will also possess strong organizational and project management skills with the ability to multi-task.

Registered Nurse must have excellent communication skills and a high level of customer service.

Full benefits package, flexible schedule, 401K match and aggressive PTO plan will be awarded to selected candidate.