

Admissions Director

Wayside House is a 31-bed residential treatment facility for women ages 18 and older who have substance abuse disorders. Our treatment program is based on the 12-step model, individualized for each woman.

We are seeking an experienced, energetic, self-directed individual to serve as an admissions representative for our residential program. The admissions representative will be responsible for coordinating client admissions, working alongside a team of multidisciplinary health care professionals such as case managers, social workers/therapists, physicians, nurses and families to provide continuum of care for our clients.

Essential duties include:

- Greet & direct visitors and clients
- Answer & direct calls with professional etiquette
- Maintain current referral sources and actively seeks new referral sources
- Conduct orientations
- Schedule appointments with outside resources for clients
- Maintain census
- Conduct admissions intakes
- Maintain client database
- Attend staff meetings & records notes
- Must be able to work full time during business hours and be on-call evenings and weekends
- Perform other duties as assigned

Educational Requirements: Bachelors' degree in psychology, social work, marketing or other related field preferred. Considerable experience in a comparable position will be considered in lieu of degree.

Position Requirements: 2 years sales experience, preferred in health care admissions (e.g. residential treatment facilities)

Other Qualifications:

- Proven track record of achieving and exceeding admissions/sales goals
- Excellent skills using general office equipment such as computer, multi-line telephone system, and multi-purpose copy machine (all-in-one copier, fax, e-mail, and scanner)
- Intermediate computer skills with Microsoft Office Computer Programs (Excel, Word, Outlook, Power Point, etc.)

- Outstanding communication skills, both verbal and written
- Outstanding interpersonal skills and a collaborative work ethic
- Professional attitude
- Detail oriented and organized
- Pleasant telephone voice with the ability to empathize and communicate clearly
- A demonstrated commitment to high professional ethical standards
- A demonstrated commitment to the mission of the organization
- A demonstrated ability to work independently
- Ability to work on team of diverse professionals
- Ability to serve diverse population of clients
- A demonstrated ability to adapt to new software
- Ability to manage time efficiently
- Ability to perform other tasks, as assigned
- Reliable, Punctual, Dependable

Preferred Qualifications:

All of the above and:

- 3+ years' work experience in admissions
- 3+ years working within the non-profit sector
- Experience with EMR
- Master's degree in psychology, social work, marketing or other related field
- Extensive knowledge of substance abuse treatment and levels of care and placement
- Proficiency in Microsoft Office Computer Programs (excel, word, outlook, Power Point, etc.)

Please email a cover letter with salary requirements along with resume.

RESPONSES WITHOUT A COVER LETTER AND SALARY REQUIREMENTS WILL NOT BE REVIEWED.