



VACANT POSITION ANNOUNCEMENT

DATE POSTED: 02/17/2014

CUTOFF DATE: 02/23/2014

All applications must be submitted before 3:00pm on the cutoff date indicated above.

JOB POSITION: Associate Admissions Counselor **DEPARTMENT:** Admissions
Full-Time w/ Benefits – Monday thru Friday, 12:30-9:00 pm

DATE POSITION AVAILABLE: Immediately

JOB DESCRIPTION: The Associate Admissions Counselor is responsible for assisting patients and their families and referring individuals through the various stages of the admissions process. This position evaluates referrals in terms of appropriateness for services or programs offered by Cumberland Heights. This position also counsels with the client on the recommendations, cost and probable efficacy and duration of treatment services. The Associate Admissions Counselor operates under the clinical supervision of a LADAC or other appropriate licensure. Primary duties and responsibilities include, but are not limited to:

- Screens inquiry calls and conducts face to face chemical dependency assessments to determine appropriateness for admission, consulting with Admissions Counselor or clinical supervisor as needed.
- Communicates clearly to each prospective client their treatment options and, to the extent possible, their probable financial responsibility.
- Meets scheduled appointments in a timely and professional manner.
- Determines probable efficacy of treatment programs offered by Cumberland Heights as they relate to each potential patient and makes alternate recommendations as indicated; consulting with Admissions Counselor or clinical supervisor as needed.
- Communicates and cooperates with other admissions, benefits verification and UR personnel and provides timely and complete documentation of the admission to UR and data entry personnel.
- Performs CPR and First Aid as needed.
- Documents pertinent clinical information into the electronic patient record.
- Maintains confidentiality of company and patient information

QUALIFICATIONS FOR POSITION:

- LADAC, RN, LPN or Bachelor's Degree in Behavioral Sciences or Social Work or related field preferred or comparable education
- Minimum one (1) year experience in behavioral healthcare with addictions or two (2) years experience in addiction treatment; and/or equivalent experience in job-related activities
- Active pursuit of chemical dependency nursing certification or LADAC required
- Excellent customer service and interpersonal skills; good problem-solving and analytical skills; excellent oral and written communication skills; excellent interviewing and observational skills
- Computer keyboard skills with ability to quickly learn and use clinical software
- Knowledge of signs/symptoms of intoxication/withdrawal of alcohol and common drugs of abuse
- Knowledge of general options for addiction treatment
- Ability to form collaborative relationships with third party payors
- Ability to work calmly and professionally and as an ally with people in crisis
- Ability to apply information regarding age/cultural/population specific characteristics to patient care in assigned area
- If recovering, two (2) years of verifiable abstinence required with five (5) years preferred along with active participation in appropriate Twelve Step program preferred.

Inquiries should be directed to Chuck Rapp at phone (615) 432-3067 or via email at chuck_rapp@cumberlandheights.org. To apply for the above position, please submit a cover letter along with a current resume to Chuck at fax (615) 432-3333 or via email You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.