

## COMMUNITY COORDINATION

*The admission or move-in process can be a confusing and sometimes scary one for residents and their families. Admissions and office professionals in skilled nursing and assisted living communities help to answer questions, ease anxieties and make the transition as smooth as possible for all involved.*

### **Business Office Manager**

The Business Office Manager is responsible for all financial transactions and reconciliations as well as business office record keeping with the facility, supervising any subordinates and providing customer service to our residents and families.

#### **Education and Experience**

This position typically requires either an Associate's degree or a minimum of three years of experience functioning as the payroll, clerk and accounts payable (A/P) clerk.

#### **Next Steps**

Administrator  
Regional Director of Finance  
Chief Financial Officer (CFO)

### **Admissions Director**

The Admissions Director coordinates all aspects of resident care including admissions, discharges, resident assessments and care plans with residents, residents' families, staff and administration. The Admissions Director provides facility tours and serves as a liaison between hospitals, physicians and other healthcare providers who provide patient referrals to the facility.

#### **Education and Experience**

This position often requires an associate degree in business with a bachelor's degree preferred or equivalent work experience in a healthcare environment with a focus on community relations.

#### **Next Steps**

Regional Director of Admissions

