



POSITION DESCRIPTION

Senior and Disability Services Pre-Admission Screener

Pre-Admission Screener
EMPLOYEE NAME: _____
Position Title: Pre-Admission Screener
Classification/Salary Range: PAS Screener / SEIU Range 20.06
Division/Unit: Senior and Disability Services / Licensing, Payment, and Support
Supervisor: Unit Manager
FLSA Status: Non-Exempt, Overtime eligible
Representation: SEIU
Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed
Position Purpose
<p>This position assesses the medical and psychosocial needs of clients and determines the most appropriate placement of individuals.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
<p>Assesses clients' activities of daily living, needs, and medical/psycho-social status; evaluates client potential for diversion or relocation to the community versus nursing facility placement; completes necessary forms and reports.</p> <p>Provides information to the client and family, providers, and other professionals on appropriate placements consistent with client choice.</p> <p>Provides liaison with physicians and hospitals' discharge staff to facilitate client</p>

placement.

Other Duties of Position

Provides back-up support to other positions in the office in case of absence or work overload.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Associate's degree in nursing, a current RN license, and two years progressively responsible experience in nursing or social work related to assessing the medical and psycho-social needs of seniors, or any combination of education and experience that provides the occupant with the desired skills, knowledge, and ability required to perform the job.

Valid Oregon State driver's license.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers, and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____