Second Shift Admissions Coordinator

**Program Overview**

Springbrook Behavioral Health System is behavioral health hospital providing inpatient acute mental health services for adults and residential services for children and adolescents.

**Position Overview**

As Admission Coordinator: Coordinates admissions for adult inpatient and psychiatric residential treatment programs by managing inquiry calls; coordinating the admission process to all programs and to facilitate referrals to other treatment facilities if necessary; verifies insurance benefits; completes initial assessments; conducts precertification reviews obtaining authorization for services; develops professional relationships with referral sources within the community.

**Job Requirements**

- Master’s degree from an accredited college or university in a relevant mental health discipline preferred. A Bachelor’s degree from an accredited college or university will be considered with relevant experience. RN with experience in mental health would be considered.
- Ability to work second shift – approximately 3:30 PM – 12:00 AM
- Comprehensive understanding of community resources, licensing and accreditation standards, referring agencies and resources, court systems, intake criteria, length of stay norms, budgetary influences and discharge resources and services
- Self-starter who is eager to engage people with excellent customer service skills.
- Detail oriented; good follow through and follow-up.
- Good time management skills
- Good data entry skills
- Admissions experience in Behavioral Healthcare is preferred
- Clinical background is a plus