

Career Advancement Opportunity Notice

Posting Date: 2/5/2014

Removal Date: 2/12/2014

INFORMATION ON POSITION TO BE FILLED:

- A. POSITION TITLE: Director of Admissions and Marketing
- B. DEPARTMENT/LOCATION: Trinity Elms Health and Rehab
- C. SUPERVISOR: Administrator
- D. POSITION DESCRIPTION: Duties, responsibilities, and qualifications are provided on the attached job description.
- E. SALARY RANGE: Will Be Discussed

HOW TO APPLY:

- Request a **Career Advancement Opportunity Interview Request Form** from the Business Office/Human Resources.
- Return completed Career Advancement Opportunity Interview Request Form to the Business Office/Human Resources.
- A copy of the Career Advancement Opportunity Interview Request Form will be forwarded to your current supervisor and the hiring supervisor.
- The hiring supervisor will contact the applicant to arrange an interview as appropriate.
- If the applicant does not meet eligibility requirement or possess qualifications required for the position, he/she will be informed by the current supervisor.

DEADLINE FOR SUBMITTING INTERVIEW REQUEST FORM:

The last date Career Advancement Opportunity Interview Request forms will be accepted for the position vacancy is 2/12/14. Please forward request forms to Jill Nothstine at the LSC office.

Lutheran Services Carolinas Job Description

Job Title: Director of Admissions and Marketing

Supervisor (title): Administrator

Department: Administrative

Prepared by/Date: J. Nothstine / 02/03/14

Approved by/Date: B. Welch, 02/03/14

Position Purpose/Summary:

The Director of Admissions and Marketing is responsible for oversight of all phases of the Admission and Marketing. The Director is also responsible for the coordination of marketing/public relations programs.

Essential Functions: The Director of Admissions and Marketing in accordance with Federal and State standards and regulations, corporate and facility philosophies and objectives and policies, will effectively:

1. Establish a system and manner to accept electronic, telephone and personal inquiries to show LSC in the most positive manner.
2. In conjunction with the Social worker and other staff, coordinate admissions, discharges, and transfers; evaluate applicants for admission in order to make recommendations based on facility's ability to provide appropriate care.
3. Responsible for completion of required admission documentation with resident or responsible party.
4. Maintain a current, accurate, and complete list of applications for admission.
5. Compile reports regarding inquiries, admissions, transfers or discharges as required.
6. Create a monthly and annual marketing plan including attainable and measurable goals.
7. Responsible for organizing staff to deliver the LSC story to churches, church groups, and the community.
8. Assist in coordination of events within the facility to promote community involvement.
9. Make recommendations regarding existing or potential strengths and weaknesses regarding LSC's services.
10. Promote good relations with referral sources, physicians, families, etc.
11. Maintain liaison functions with Chief Development Officer.
12. Represent the facility in public activities for marketing and public relations activities.
13. Assist in and/or develop materials and programs for marketing and public relations programs.
14. Complete other duties as assigned that ensure smooth operation of the facility/community.

Supervisory Responsibilities, if any: None

Qualifications (Minimum Job Requirements):

Education/Experience: Minimum H.S. diploma; and commensurate with at least 2 years experience in marketing or health care services.

Preferences:

College degree in Social Work or related field. Experience in health care services and/or marketing functions.

Specific skills/abilities:

- Good interpersonal skills
- Effectively build relationships within community
- Excellent presentation skills

Working Conditions: (Please list work requirements for mental, physical or other important issues which relate to the job).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (e.g. lifting requirements, exposure to elements, etc).

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date