

**Lane Council of Governments
Job Classification**

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| Job Title: | Pre Admission Screener | FLSA Status: | Exempt |
| Division: | Senior & Disabled Services | Range: | 18 |
| Reports To: | Program Supervisor | Last Revised: | October 2003 |

General Statement of Duties

Assesses the medical and psychosocial needs of clients; makes a determination on the most appropriate placement of the individual.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate social work/medical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Assesses client's medical/psycho-social status; evaluates client potential for diversion or relocation to the community versus nursing facility placement; identifies level of care needed by client, including potential or existing long term care problems; completes necessary forms and reports.

Provides information to the client and family regarding appropriate placement options.

Coordinates placement of client with family, providers and other professionals as necessary; provides advocacy for client's choice with family, providers, other agencies and professionals as needed.

Provides ongoing consultation to staff regarding potential problems of clients, care planning, and appropriate interventions.

Provides liaison with physicians or hospitals discharge staff to facilitate client placement.

Establishes contacts with other agencies to develop and maintain resources for clients.

Other Job Functions

Provides technical assistance to APS staff in the course of their investigations.

Maintains ongoing records for statistical tracking.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Some travel to assessment sites is involved in the work.

Knowledge, Skills, and Abilities

Considerable knowledge of principles, practices, and methods of medical/psycho-social needs and appropriate care of the elderly and people with disabilities.

Considerable knowledge of federal, state and local laws, rules, regulations and standards related to senior client placement.

Knowledge of effective interviewing procedures and techniques.

Ability to apply rules, regulations and standards to particular client situations.

Ability to assemble data and information from a variety of sources to serve as a basis for making placement determinations.

Ability to establish and maintain effective working relationships with other employees, clients, families, and representatives of other governmental and community agencies.

Ability to communicate effectively with other employees, clients, families and providers using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to prepare accurate records and reports.

Physical ability to perform assigned work.

Education and Experience

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

the elderly, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

Current RN license.

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety of sites within Lane County.