

Director of CRC and Admissions Department

POSITION SUMMARY:

The CRC Director oversees the assessment, referral and admission activities of the department. Emulates the tone and sets the example of compassion, empathy, efficiency and a sense of urgency in the department. Assigns responsibilities to staff to assure prompt response to patient needs, reviews and maintains all documents and departmental logs and ensures fair distribution of patients to physicians. Performs and oversees staff responsibilities and provides telephonic and in person assessments and, initial contact with referral sources and potential patients, coordinates the referral and intake process, determines appropriate level of care and maintains communication with referral sources, families, patients and unit staff. The Director is on-call as directed by the CEO and is flexible and willing to work any and all shifts as required. Through a collaborative relationship with the Medical Director, insures that the process of care which uses a multidisciplinary team meets all regulatory requirements while maintaining a customer focused approach to service.

QUALIFICATIONS:

Education/Experience:

- Bachelor's Degree, Masters preferred
- Demonstrates management abilities in both finance and leadership
- Two years' experience in direct patient care in psychiatric setting.
- Excellent computer skills utilizing Microsoft Excel, accounting, and healthcare software packages.
- Ability to work with all levels of management and line staff.

Knowledge and Skills:

- Knowledge of developmental psychology and needs of various populations.
- Knowledge of short term/stabilization mental health treatment.
- Knowledge of systems theory.
- Professional verbal and written skills needed for communicating the patient status and treatment needs to payers, families, professionals, paraprofessionals employees of the hospital, and members of the patient's community.
- Ability to maintain professional records.
- Ability to maintain patient confidentiality and high ethical standards
- Ability to maintain professional relationships with patients, patient's family members, staff and community personnel.

- Knowledge of appropriate assessments, diagnoses, and interventions with patients.
- Knowledge of milieu management.
- Skills in preparing and maintaining appropriate medical record documentation.

Contact UHS Recruiter, Madison Geck, at Madison.Geck@uhsinc.com or (215)-831-4667.