

JOB POSTING
ST. CHRISTOPHER'S INN
October 28, 2019

Position: Admissions Registrar/Assistant

Reports to: Director of Nursing and Admissions

Position Summary: Register clients into Electronic Health Record, data entry of demographic and insurance data, Obtain consents, Compose and send letters to outside agencies at client's request, Coordinate admission dates and beds with admissions, counseling, medical and front desk staff.

Department: Admissions

Days: Monday-Friday

Hours: 8:30-5:30pm

Minimum Education: HS diploma, Excellent oral and written communication skills, Computer proficiency

Minimum Experience: 1+ years in the field of Admissions or busy Medical Office.

Interested candidates should contact the H.R. Dept.