

Saint Antoine Residence, a Healthcare ministry of the Roman Catholic Diocese of Providence, seeks a highly skilled, self motivated professional for the position of Admissions Director. This full time position comes with an outstanding benefits package. Duties include:

- Responsible to coordinate admissions through hospital and community referrals for 260 bed nursing facility.
- Maintain census and occupancy as budgeted.
- Support residents and families through transition to nursing home.
- Maintain Admission waiting list and build relationships with prospective admissions.
- Market through brochures, written materials, networking, relationship building with referral sources and discharge planners.
- Oversight and Management of Admission Assistant.
- Must possess knowledge of Medicare and Medicaid regulations.
- Must have superb interpersonal (oral and written), telephone, computer, and organizational skills.
- Exceeding customer's expectations a must.

Bachelor's degree and minimum of 3 years experience as a Nursing Home Admission Director required.

Please send resume and cover letter to [sharrop@stantoine.net](mailto:sharrop@stantoine.net)