

Agency Name

Willamette Vital Health/Willamette Valley Hospice

Position Title

Admissions Liaison - LPN

City where Position is Located

Salem

Position Description

Admissions Liaison – LPN (Full-Time)

General Position Summary

The Admissions Liaison – LPN responsibilities include meeting with patients and families and providing an introduction to Willamette Vital Health (WVH) programs, along with assisting patients and families to complete admission paperwork. This includes assisting with admission activities and care coordination with outside agencies/services such as scheduling transport and equipment delivery. Working cohesively with the admissions staff and interdisciplinary teams is required as well as developing and maintaining relationships with potential referral sources and acting as a liaison between referral sources, patients, families, and WVH.

This position requires in-office and field work, Tuesday thru Saturday, 8:30 am to 5:30 pm.

Essential Functions/Major Responsibilities

- Assists with referrals and all components associated with the admissions process, including the coordination with the Eligibility RN/LPN, scheduling program explanations, admissions, transportation, and DME.
- Provides WVH program explanations to families and potential patients
- Communicates with physicians to obtain admission related physician orders and medications, and documents appropriately in the patient's medical record.
- Enhances the patient admissions process by requesting and documenting additional referral information to facilitate timely assessments.
- Actively promotes WVH to patients/families, partnering agencies, and referral sources
- Demonstrates respect and caring and maintains patient and staff confidentiality at all times
- May request and documents referral information to facilitate timely nursing assessments
- Works to constantly improve customer service to referral sources and patients/families
- Tracks and compiles requested data in a timely and accurate manner
- Participates in staff meetings, in services and committee meetings as assigned
- Creates and maintains an environment where diversity is encouraged and honored
- Participates in orientation of other team members as needed
- Performs other duties as assigned

Specific Job Skills

- Strong people skills with expertise in customer service principles.
- Knowledge of hospice concept and practice.
- Knowledge of community resources.
- Ability to function in high stress situations and manage multiple priorities while maintaining a positive, professional manner and outlook.
- Strong written and verbal communication skills.
- Strong data entry skills.
- Ability to understand and follow complex verbal and written instructions in English.
- Ability to independently travel to patients and families in the WVH service area, meeting them in their home or location of choice.
- Ability to continuously sit and work in front of a computer terminal and on the telephone.
- Ability to make frequent repetitive motions involving hands/wrists involved in writing, keyboarding, and using the computer mouse.

Education/Experience

- High School Diploma required. Associate Degree requested; BS/BA preferred.
- Experience with emotional and stressful situations is required.
- Previous hospice and home health experience preferred.

- Computer literacy required.

Certification/Licensure

- Must have Oregon LPN license
- Must have valid Oregon driver's license, dependable transportation, and proof of current automobile insurance.
- Must be fully vaccinated against COVID 19.

Job Conditions

- Office, patient home, hospital or other facility and automobile settings. Condition of patient home varies. Can involve climbing stairs, cluttered, unclean, and small confined space at times.
- Use of personal automobile is required. Poor driving conditions during inclement weather may exist.
- Ability to work at a computer for extended periods of time.
- Ability to make frequent repetitive motions involving hands/wrists involved in writing, keyboarding, and use of other electronic devices.

Our Commitment to Our Full-Time Staff

- Excellent Health and Life benefits
- 401k Plan
- Competitive salary
- Paid Time Off
- Mileage Reimbursement
- Comprehensive, 4–6-week orientation
- A challenging and rewarding career with autonomy and flexibility
- Ongoing education and support

Willamette Vital Health, previously Willamette Valley Hospice, is an Equal Opportunity Employer dedicated to providing a diverse, equitable and inclusive work environment. We do not discriminate based on race, color, national origin, physical characteristics, age, religion, creed, gender, gender expression, sexual orientation, marital status, mental or physical disability, or veteran status. All qualified candidates legally able to work in the United States are encouraged to apply.

Where Applications can be Delivered

To apply, please send your resume to Careers@wvh.org.

Thank you for your interest in joining the team at Willamette Vital Health. We are a community owned, not-for-profit organization providing innovative, personalized, and compassionate care to patients and families facing serious illness. Our mission to serve those who are facing end of life and grief is driven by our core values of service, excellence, integrity, community, and sustainability.