



## Job Description

Position Title	<b>Intake Coordinator- RN</b>		
Department	Community Relations		
Reports to	Director of Community Relations	FLSA Status	Exempt
Location	Fargo	Effective Date/Revised	April 2016
Employee Name		Evaluation Year	

### Hospice has HEART

**Honor** - I accept the honor of service to hospice patients, families, and communities.

**Excellence** - I strive for excellence in my work, as we stand on hallowed ground.

**Attitude** - I choose a positive attitude at work.

**Respect** - I treat people with the same respect I wish to be given.

**Teamwork** - I value everyone's contribution in delivery of care, operation of the organization and stewardship of our resources.

### Expectations of all HRRV Employees

Support the mission, vision and values through unequaled quality patient care, professional competence, collaboration, communication, innovation, accountability, ownership and provide support to the entire agency regardless of their primary office location.

### Position Summary

Schedule referrals and admissions for patients, receive and process orders for referred patients, communicate schedule as needed to those that need it, and provide other administrative support to the referral/admission and patient care team in order to provide quality patient care.

### Qualifications

- Superior clinical skills
- Excellent written and verbal communication skills
- Strong customer service skills
- Excellent computer skills including working knowledge of Word and Excel
- Data entry and medical terminology knowledge

### Certifications, Licenses, Registrations Required

- Current state RN licensure in North Dakota and Minnesota

### Physical Requirements/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; occasionally required to stoop, kneel, or crouch. The employee is frequently required to sit for extended periods of time. The employee must regularly lift and/or move up to ten pounds, occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and adjust focus. The work environment is primarily an office setting.