

Preadmission Screening Specialist Openings

Central MN Council on Aging is committed to maintaining the highest level of independence of older people by developing and coordinating community care, reducing isolation, and improving access to services

Discover how you can be a valuable part of our team, working towards the well-being of our aging community.

Central MN Council on Aging has several full-time Senior LinkAge Line Preadmission Screening (PAS) Specialist positions available due to expansion. Federal and state laws require preadmission screening for all people to enter a Medical Assistance-certified nursing facility, certified boarding care facility, or hospital swing bed, regardless of the payer source, anticipated length of stay, or person's age.

Key Responsibilities

- Support the Senior LinkAge Line by retrieving online PAS referrals.
- Review preadmission screenings and entering data into the state's MMIS and MAXIS systems.
- Answer PAS phone calls and chats from providers and lead agencies to provide updates and/or verify PAS related information.
- Monitor and ensure the quality of PAS and related referrals.

Qualifications

- Bachelor's degree from an accredited college or university in human services-related field, such as social work, nursing, public administration, or gerontology.
- Preferably one year of professional or internship experience working with older adults.

Location

This position can be worked remotely, if more than 45 miles from our Sartell office or have the option of being hybrid.

Starting Salary Range: \$21.10 - \$23.98 per hour

Benefits

- Health insurance
- Vacation
- Sick pay
- Paid holidays
- 403b retirement

Join Our Team

This role provides a unique opportunity to make a difference in the lives of older adults, enabling them to age gracefully and maintain their independence. If you meet the qualifications and are passionate about improving the quality of life for older adults, we encourage you to apply.

Send cover letter and resume to: Lori Vrolson, Central Minnesota Council on Aging,
250 Riverside Avenue N, Suite 300, Sartell, MN 56377 or lori@cmcoa.org

We are an Equal Opportunity Employer M/F/D/V/SO