

Preadmission Screening Specialist – Part-time

Central Minnesota 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 Minnesota Council on Aging is seeking a part-time Minnesota Aging Pathways Preadmission Screening (PAS) Specialist, 32 hours a week within a Monday-Friday, 8:00 am - 4:30 pm schedule. 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 Minnesota Aging Pathways by processing 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.
- Verify information, provide updates, and support referral quality.

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 or human services.

Location

The position is based in St. Cloud, MN. Employees living within 45 miles of the office are eligible to follow a hybrid schedule with two days per week working on site. Employees residing within our 14-county service region (Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, and Wright counties), but more than 45 miles from the office are eligible for a fully remote work arrangement, based on organizational needs.

Starting Salary Range: \$22.38 - \$25.44 per hour

Benefits

- 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, 3333 West Division Street, Suite 217, St. Cloud, MN 56301 or lori.vrolson@cmcoa.org

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