



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

ADMISSIONS COORDINATOR

Informational Posting

Supervisory Bargaining Unit

Department of Nursing Homes

The Pines - Olean

2245 W. State Street

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Admissions Coordinator*	1	Grade 23: \$33.13 - \$36.47 per hour

The position involves evaluating the health care needs of people requesting admission to the nursing homes; it also involves determining the proper and appropriate level of care required based on criteria set forth in State Regulations as well as the Admissions/Discharge policy of the Department of Nursing Homes. The work is performed under general supervision of the Admissions Committee with latitude allowed for independent judgement. An Admissions Coordinator does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Possession of an associate degree and three years of experience in a health care setting participating in interdisciplinary patient/client assessments, utilized to develop plans of care to meet the medical, social, mental health, and environmental needs of patients. This experience must have involved interactions with patients, the patients' families, designated representatives, and the patients' authorized practitioners or the agency's medical director; OR
- B) Five years of experience in a health care setting participating in interdisciplinary patient/client assessments, utilized to develop plans of care to meet the medical, social, mental health, and environmental needs of patients. This experience must have involved interactions with patients, the patients' families, designated representatives, and the patients' authorized practitioners or the agency's medical director.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

***This title has been approved without the need to take an exam through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

This job posting is issued pursuant to Article 13 of the collective bargaining agreement.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 25, 2026 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: www.cattco.gov/jobs .

Cattaraugus County - an Equal Opportunity Employer

Issued: September 18, 2026