

**Admissions/Marketing
Coordinator
Lakeside Assisted Living**
The Normandy Senior Living

Are you interested in joining a state of the art, brand new Assisted Living? Lakeside Assisted Living is opening soon, on the Normandy Campus, and we are looking for qualified candidates to join our team!

The **Admissions/Marketing Coordinator of Lakeside Assisted Living** will manage all admission and inquiry activities to achieve optimal census development while coordinating internal/external marketing initiatives for the facility. The successful candidate will possess 2-4 years professional experience in a long term care setting with a sensitivity and understanding of the geriatric population that includes social, personal and financial considerations. Experience with Alzheimer's and Dementia residents is preferred. Must possess excellent interpersonal communication, customer service and organizational skills with an interest and ability to work well with others.

Duties will include:

- Coordinate timely follow up and communication with all inquiries
- Provide tours and education to interested parties about services of the facility
- Coordinate and provide in-person assessments of potential residents
- Develop internal/external marketing plan to increase public awareness and to provide education about Lakeside Assisted Living.
- Maintain daily communication with interdisciplinary team regarding admissions, discharges and transfers.
- Maintain current report/tracking of inquiries and referral sources.

Job Requirements:

- Bachelor's Degree in related field
- 2-4 years experience working in long term care
- This position works flexible hours
- Must possess excellent communication and organizational skills
- Must be willing to work in a team atmosphere
- Maintaining a professional appearance is mandatory
- Computer experience required to include word, windows, excel and point click care.

The Admissions/Marketing Coordinator is a salaried, full-time position that requires flexibility in hours. If you are interested in working with a dedicated team of professionals who are passionate about patient-centered care and teamwork, call **Kim Zdanowicz, LISW at 440-226-9630 or email at kim@thenormandy.com.**

