**JOB DESCRIPTION # 405.1**

**TITLE:** Hospital Liaison

**FUNCTIONAL TITLE:** Ancillary Support Professional

**REPORTS TO:** Vice President of Advancement

**BASIC FUNCTIONS:** This position is responsible for the sales and marketing efforts for the inpatient programs at Seven Hills Pediatric Center and other Affiliates seeking clinical referrals.

**SCOPE:** This position supports the marketing efforts of Seven Hills Foundation by working in collaboration with area case management and social work staff at area hospitals, particularly concentrating on the Greater Boston and Greater Worcester areas. The expectation for this position is that the Liaison will travel each week to area hospitals to develop relationships with discharge planners and case managers, review files of children currently in their care and make appropriate referrals.

**QUALIFICATIONS:** Requires RN with current Massachusetts licensure, BSN degree or advanced degree in Social Work. Clinical degree is an additional preference. A minimum of three years of clinical experience is required. Sales and marketing expertise a plus. Demonstrated, successful oral and written communication skills and ability to make group presentations. English fluency required. Valid driver’s license and access to reliable transportation required. Proven advanced PC skills with extensive knowledge of MS Word, Excel, PowerPoint.

**RESPONSIBILITIES/OBJECTIVES:**

- Under the supervision of the Vice President of Advancement this position builds and expands relationships with new referral sources.
- Maintains and expands relationships with existing referral sources.
- Broadens the number of referral sources within a given hospital or other referral location, such as doctors, social workers, discharge planners, etc.
- Obtains appropriate referrals for SHPC for both long term and sub acute care.
- Meets with case management staff within 24 hours of inquiry to review child and make referral.
- Collaborates with referral staff to gather all relevant clinical, financial, social and psychological information required for admissions review.
- Works directly with families and hospital staff to complete MRT packet.
- Works with staff from DCF and other State agencies involved with child to facilitate admission.
- Provides tours to families and referral sources as needed.
• Establishes and maintains relationships with insurance liaisons and internal admissions personnel to achieve efficient admissions processing.
• Performs clinical assessments as required.
• Problem solves for referral sources.
• Provides visit reports, type of call, person seen and referral/resolution reports monthly.
• Understand confidentiality and HIPAA guidelines.
• Understands impact of cultural competency in working with diverse families and hospital staff.
• Able to work with Seven Hills staff across Affiliate toward larger goals.
• Maintains professional licensure and certifications as necessary.
• Works with all Advancement staff toward larger marketing and branding goals of agency.
• Works with Advancement staff in developing annual calendar of marketing initiatives for Seven Hills.

EXPECTEDATIONS:

• Must be entrepreneurial in spirit and self motivated.
• Proven team player and able to work in fast paced environment.
• Able to work independently.
• Ability to perform successfully in highly visible position.

PHYSICAL REQUIREMENTS: Must be able to drive.

STATUS: Exempt

I have read and understand my job description.

____________________________________ _________________
Employee       Date

____________________________________
Employee Printed Name

____________________________________ _________________
Supervisor      Date

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