



1751 Oak Plains Rd
Ashland City, TN 37015

Open Positions

Utilization Review Coordinator
Medical Records Director
Director of Nursing
Risk Management
Maintenance Tech
Psychologist
Dietitian
Housekeeping
Dietary aide
RN/LPN
Medical Health Associate (Direct Care) 2nd, 3rd, & Weekends
Transportation Coordinator

Position Description

Utilization Review Coordinator - In the medical industry, a utilization review coordinator primarily conducts reviews and assessments to ensure that patients receive efficient care and services. Among their responsibilities include coordinating with different departments to gather and analyze data, preparing and processing document and patient information, evaluating current services to identify its strengths and weaknesses, and implementing solutions against problem areas. Furthermore, as a utilization review coordinator, it is essential to maintain an active communication line with staff for a smooth and efficient workflow.

Medical Records Director - Medical records directors are health services managers who focus on overseeing and maintaining computerized and paper record management systems in healthcare facilities.

Director of Nursing - The Nurse Manager plans, directs, and evaluates nursing services, coordinates nursing services with other departments to efficiently and adequately meet the needs of patients, plans and provides for on-site continuing education for nursing staff, attends and participates in departmental meetings, attends and participates in committee activities, reviews and revises policies and procedures as necessary, and performs other duties as related to the nursing department.

Risk Management - The Risk Manager (RM) has broad responsibility to protect the facilities assets from loss. The Risk Manager is responsible for coordinating the loss control efforts and advising management and administration on all potential sources of loss and for making recommendations to minimize or eliminate exposure. The structure and functions of the Risk Management Program are designed so as to comply with guidelines and standards of JCAHO, other regulatory agencies, and the UHS T.E.R.M.© Program.

Maintenance Tech – The Maintenance Technician performs basic and routine preventative maintenance. Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in organization's facilities by performing the listed duties and responsibilities.

Psychologist - The Psychologist has the responsibility of interviewing all new admission to the treatment center and completing an “Emotional/ Behavioral Admission Note.” When there is prior psychological testing, the Psychologist must complete a “Psychological Addendum” (these may be the same document). In addition to these duties, the Psychologist attends treatment teams and staffing as needed and may involve him/ herself in family collateral contacts as needed to complete the Psychological Assessments.

Dietitian - Assesses the nutritional status of residents and provides nutrition education and follow up as appropriate. Serves as a liaison for the Dietary Manager in regards to food service and nutritional care issues.

Housekeeping - The Housekeeper is responsible for overseeing the overall cleanliness of the facility and daily upkeep of the public areas.

Dietary Aide - The dietary personnel are responsible for all aspects of the dining facilities operation, which includes cooking and preparing foods, washing dishes and pots and pans, cleaning the kitchen and the dining room as well as monitoring, inventorying, and storing groceries.

RN/LPN - The RN serves as a primary staff member performing routine health maintenance, medication administration, medical record documentation, and assists physicians and any other health care person al in the therapeutic living quarters.

Medical Health Associate (Direct Care Staff) 2nd, 3rd, & Weekends - Provides routine non-acute physical care, participatory supervision, education and evaluation of program services, patient, and living quarters under direction of licensed staff.

Transportation Coordinator - The Transportation Coordinator serves the company by making sure that residents and their families are picked up and reaches its destination on time.