



MDS Coordinator

The Position

The Schenectady County Glendale Nursing Home has an opportunity for a full time MDS Coordinator*. This position exists in the Glendale Nursing Home and involves the responsibility for assessing and evaluating residents for Medicare Part A coverage. The incumbent is responsible for a case mix with emphasis on meeting or exceeding budget expectations. The work is performed under the supervision of Nursing Home Administrator and the Director of Nursing with leeway given for carrying out the details of the work. Performs related work as required.

NOTE: This position is part of the NYS Helps Program, and an exam will not be required.

Qualifications

Candidates must possess the following minimum qualifications to be considered:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Nursing and two (2) years of experience in professional nursing activities, which shall have included experience with Health Care Finance Administration/Minimum Data Set, Prospective Payment System, Medicare Part A, Patient Review Instrument Guidelines and related documentation forms; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Nursing and five (5) years of experience in professional nursing activities, which shall have included experience with Health Care Finance Administration/Minimum Data Set, Prospective Payment System, Medicare Part A, Patient Review Instrument Guidelines and related documentation forms; OR,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT (At the time of appointment):

Must maintain license to practice as a Registered Professional Nurse in New York State throughout the tenure of employment

When college education is required to meet the minimum qualifications, a college transcript OR a copy of your diploma (may be an unofficial copy that clearly shows college name, degree/credits, etc...) must accompany the application for examination or application will be disapproved.

Salary

The annual salary for this position is \$75,420 - \$91,125

How to Apply

Apply online at mycivilservice.schenectadycounty.com.



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

www.SchenectadyCountyNY.gov

Hon. Karen B. Johnson Branch
Schenectady County Public Library



Schenectady County Human Resources

620 State Street, 2nd Floor, Schenectady, NY 12305

(518) 388 - 4233 • www.SchenectadyCountyNY.gov

