Signature Healthcare Jobs — Long-Term Care Admissions Coordinator — Louisville, KY, USA

Hiring organization
Signature Healthcare

Employment Type

Industry
Long-Term Healthcare

Job Location
Louisville, KY, United States

Date posted
November 15, 2026

Valid through
2026-11-20

Description

For Signature Healthcare jobs research around Louisville, KY, USA, Long-Term Care Admissions Coordinator duties show how a long-term healthcare team handles everyday services. On a normal day, this means processing resident admission paperwork and coordinating family and care-team intake details while keeping records easy to follow. People with experience in patient admissions and long-term care can apply those strengths to this career area.

Responsibilities

- Process resident admission paperwork.
- Coordinate family and care-team intake details.
- Handle confidential information appropriately and track requests to completion.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with patient admissions and long-term care.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in patient admissions, academic projects, or related service work provides useful preparation for long-term care admissions coordinator responsibilities.

Skills

patient admissions, long-term care, confidential records, communication, organization, accuracy

Career Information

Explore the Signature Healthcare official website for organization and career information.