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# Example of Placement Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of placement coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for placement coordinator

* Report census and communicates information gathered from computer and nursing units to appropriate persons
* Maintain consistent communication with all nursing units to facilitate patient placement
* Update "patient-type" and accommodations codes in computer system to ensure proper room rate for billing when requested by nursing/case management
* Remain abreast of surgeries to be transferred to ICU post-operatively, in order to adjust and plan for transfers throughout the day
* Notify Financial Counseling of questionable insurance information for proper follow-up during the absence of the Admission Review nurse
* Collects, maintains, analyzes and disseminates field experience, student teaching and graduate internship performance data for program improvement, state, and federal reports
* Manages process to interface with university supervisors and program area coordinators to select appropriate placement sites and supervisors
* Takes a proactive role in identifying areas where a new process maybe useful, and provides leadership across programs to ensure effective execution of processes while reinforcing unit goals
* Serves as university liaison between P12 school systems and the university teacher education program
* Interfaces with school partners, ie

## Qualifications for placement coordinator

* Integrity and confidentiality is essential
* Capable of prioritising, planning and organising work
* High energy levels and an inquisitive mind-set
* Studying for a marketing/communications degree or related business degree
* Excellent level of written & verbal communications skills
* Ability to present ideas in a logical & practical manner good presentation skills