



Posted 4/26/2013

POSITION ANNOUNCEMENT

Position: CNA, LHHS & HH

Employment Status: **FT, PT & PRN /Non-Exempt**

Reports To: Charge Nurse Job Summary: Provides direct care to residents, while promoting the resident's highest level of functioning, as directed by Management. Promotes quality services within facility standards, State and Federal Regulations.

Position: LPN, LHHS

Employment Status: **FT, PT & PRN/Non-Exempt**

Reports To: Unit Manager Job Summary: Provides residents with nursing services and administers medications and treatments in accordance with physicians' orders within state licensure regulations.

Position: RN, LHHS

Employment Status: **FT /Non-Exempt**

Reports To: Unit Manager Job Summary: Provides residents with nursing services and administers medications and treatments in accordance with physicians' orders within state licensure regulations.

Position: Marketing Coordinator

Employment Status: **FT/ Non-Exempt**

Reports To: Director of Marketing Job Summary: Provides marketing support services to the sales staff to ensure the timely administration of sales and marketing efforts.

Position: Outreach Coordinator

Employment Status: **FT/ Exempt**

Reports To: Director of Home Health Job Summary: Responsible for overall coordination of business development and education of patients, insurance companies, physicians, hospitals, nurses, community resources, other health care specialists and the local community. Ensures continuity of care, smooth interaction and communication between all involved in patient care activities..

Position: Physical Therapist

Employment Status: **PT/Non-Exempt**

Reports To: Director of Dining Services Job Summary: Provides and directs Physical Therapy services to patients including assessment, treatment, program planning and implementation. Functions under physicians' orders and adheres to applicable principles and practices of physical therapy, Innovative Senior Care policies and procedures and state regulations

Position: Production Manager

Employment Status: **FT/ Exempt**

Reports To: Director of Dining Services Job Summary: Plans, directs, and coordinates activities of the dining services department, and provides food services for residents and employees.

Position: Server

Employment Status: **PT& PRN/Non-Exempt**

Reports To: Director of Dining Services Job Summary: Provides quick, efficient, and pleasant delivery of food to residents and guest

Position: Dining Room Supervisor

Employment Status: **FT/ Exempt**

Reports To: Dining Room Manager/Director of Dining Services Job Summary: Responsible for providing a quality dining experience by greeting and seating residents and guests, overseeing dining services staff in the absence of the Manager and maintaining a pleasant and clean dining environment. Maybe required to supervise other staff positions.

Qualified team members must generally have worked in their current position at least six months before allowed to transfer to another position.

Team members with corrective actions to include current written warnings, probations or suspensions within six months of the request will not generally be qualified to transfer.

Qualifications: A high school diploma is required for all positions. Additional qualifications may apply according to position **GOOD LUCK!**



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Position: Resident Programs Assistant (Activities)

Employment Status: **PT/ Non Exempt**

Reports To: Director of Resident Programs Job Summary Assists in the coordination, direction and delivery of wellness and recreation programs to meet specific needs of each and all the residents. Ensures residents' lives are maintained to the extent possible by providing programs and events that encourage engagement and social interaction.

Position: Security Guard

Employment Status: **PT/Non Exempt**

Reports To: /Director of Security Job Summary: Responsible for maintaining a secure environment for all residents and associates within building and community grounds. Greets visitors, monitors the inside and outside of the building, and responds to emergencies.

Position: Floor Tech

Employment Status: **FT/Non Exempt**

Reports To: /Director of Housekeeping Job Summary: Cleans public area floors to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. Properly sets up appropriate caution and safety signs to ensure safety of residents and visitors; removes signs as appropriate. Cleans carpets including vacuuming, shampooing, deodorizing, and disinfecting.

Qualified team members must generally have worked in their current position at least six months before allowed to transfer to another position.

Team members with corrective actions to include current written warnings, probations or suspensions within six months of the request will not generally be qualified to transfer.

Qualifications: A high school diploma is required for all positions. Additional qualifications may apply according to position **GOOD LUCK!**