

Career Opportunities as of February 17, 2012

BRIARWOOD HEALTH CARE CENTER

RN's: Full-time and Part-time positions available on all three shifts. Appropriate licensure required. Excellent opportunity for experienced LTC nurses with strong Medicare experience.

CNA's: Full-time and Part-time positions available on all three shifts. Appropriate certification required.

CLINICAL CARE COORDINATOR (RN): Full-time position available. This position is responsible for clinical care coordination for the residents in Medicare/Short Term Rehabilitation unit; will oversee the hands on resident care; proper and timely administration of medication and treatments, accurate verbal and written reports and rapid response to any/all emergency situations; attend and report at Care Plans; supervision of staff. Must be a Registered Nurse (RN) with an active Illinois license, CPR certification and a minimum of 3 years experience working with geriatrics. Must be able to read, write and understand English language. Must have a broad knowledge of applicable health and nursing home regulations, the ability to work with physicians, nurses, other health care providers and family members to ensure quality care standards for residents are met.

RESTORATIVE NURSE COORDINATOR: Full-time position available. Responsibilities include coordinating and writing restorative programs to ensure that each resident has the opportunity to maintain or improve their level of physical function and independence thereby facilitating their highest possible quality of life. Managing staff, maintaining documentation and knowledge of MDS. Current IL RN licensure and completion of a certified course in restorative nursing approved by the State of Illinois. Previous experience in restorative nursing in a long-term care setting. Minimum of 2 years management experience preferred.

DINING & HOSPITALITY

WAIT STAFF: Pool positions available in the Independent Living, Willows Assisted Living & Bridgewater Place to assist residents in the dining rooms.

COOK: Full time, Part time and Pool positions available in Bridgegate & Bridgewater Place. Requires proper knowledge of batch cooking, general use of standardized recipes, sanitation, and food borne illness and cross contamination policies and procedures. Must have experience in volume production. Experience preparing and presenting pureed foods a plus.

HOUSEKEEPING

HOUSEKEEPER: Full time and Pool positions available in Briarwood Healthcare Center, Bridgegate & Bridgewater Place. Will be responsible for cleaning public areas and residents' rooms. Prior hotel/hospital housekeeping experience preferred.

FLOOR CARE WORKER: Pool positions available in Briarwood Healthcare Center. Will be responsible for cleaning floors and furniture to ensure that they are maintained in a clean and sanitary condition. Prior hotel/hospital housekeeping experience preferred.



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HOME SERVICES

RN/LPNs: Pool positions available in the Home Services department. Appropriate licensure required. Must be willing to travel between both the Friendship Village and GreenFields of Geneva campuses as needed.

CNAs: Pool positions available in the Home Services department. Appropriate certification required. Must be willing to travel between both the Friendship Village and GreenFields of Geneva campuses.

HOME SERVICE WORKER: Pool positions available in the Home Services department. This position provides non-medical personal care and supportive services that are intended to assist residents with activities of daily living and supportive living services. High School diploma or equivalent and previous care giving experience preferred. Must be willing to travel between both the Friendship Village and GreenFields of Geneva campuses.

RESIDENT SERVICES

RESIDENT SERVICES ASSISTANT: Pool positions available on all three shifts. Position will maintain the safety and security of our residents, guests and associates. Will also provide excellent customer service on all assignments. Must possess excellent customer service skills.

ADMINISTRATION

CORPORATE DIRECTOR, RISK, COMPLIANCE & ACCREDITATION: Under general direction from the President and Chief Executive Officer of Friendship Senior Options the incumbent works independently and within general guidelines to establish and implement innovative strategies and programs that will ensure the attainment of the organization's Culture of Quality and Safety strategic initiatives and compliance within the respective affiliate functions related to:

- Risk Management
- Quality, Risk & Safety Committee
- Property & Liability Insurances
- CARF-CCAC Accreditation
- Regulatory Compliance – Corporate Compliance, HIPAA

In addition, this position will be responsible for monitoring compliance; developing corporate risk management policies/procedures; oversee investigations; serve as primary liaison to risk and claims consultants. Maintains knowledge of current CARF-CCAC standards; leads all processes to ensure organizational readiness; serves as primary liaison for survey. Previous Risk Management experience required; must have 7-10 years experience in a leadership role; CCRC or long-term care experience required. Bachelor's degree required, Risk Management Certification desired; Nursing or other clinical experience preferred.

EOE

Career Opportunities as of February 17, 2012



BUILDING OPERATIONS

HOUSEKEEPER: Pool positions available. Will be responsible for cleaning public areas and apartments. Prior hotel/hospital housekeeping experience preferred.

FLOOR CARE WORKER: Pool positions available. Will be responsible for cleaning floors and furniture to ensure that they are maintained in a clean and sanitary condition. Prior hotel/hospital housekeeping experience preferred.

DINING & HOSPITALITY

COOK: Pool positions available. Requires proper knowledge of batch cooking and general use of standardized recipes. Must have background experience in volume production. Knowledge of sanitation, food borne illness, and cross contamination policies and procedures. Experience in the preparation and presentation of pureed foods a plus.

DISHWASHER: Pool positions available. Requires proper use of dish machine and chemicals. Must maintain safe and clean environment in all areas.

WAITSTAFF: Part-time and Pool positions available. To assist residents in the dining rooms and wait tables.

LIFESTYLES

HOSPITALITY ASSISTANT: Pool positions available. Will provide all services with a focus on resident satisfaction in a manner that is accommodating, flexible and accessible. Other responsibilities include: greeting & directing all residents & guests, answer and direct phone calls, coordinating transportation, taking reservations and payments for activities/trips, sorting mail, and other duties as assigned. Must possess excellent customer service skills and have at least 3 yrs of hospitality/administrative experience. Knowledge of Word, Excel, Power Point, and Outlook a plus.

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EOE

