



350 W. Schaumburg Rd
Schaumburg, IL 60194
careers@friendshipvillage.org
www.friendshipvillage.org
Fax No. (847) 490-6261

Career Opportunities as of February 3, 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.

DINING & HOSPITALITY

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

DIET CLERK: Full-time position focused on Briarwood Healthcare Center. Responsibilities include: prepare and check resident meal trays and tray line stations for required foods, supplies and utensils; monitor food selections to ensure they are nutritional adequacy, meet IDPH requirements, and resident dietary restrictions; check diet aides work assignment and monitor work; prepare requisitioned foods and supplies for activities in Briarwood. Must be detail oriented, well organized, and have good communication skills. Must be flexible in terms of work schedule and hours.

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

HOME SERVICES MANAGER: Full-time position available. Responsible for the direction of all activities of Home Services including clinical, financial, staff management and related services provided to the residents of both Friendship Village and GreenFields of Geneva. Functions as Agency Supervisor and Supervising Nurse as it relates to IDPH guidelines for a licensed private pay Home Care Services Agency and Home Nursing Service Agency. Serves as the Friendship Village liaison for the Alexian Physician Center. Must be a Registered Nurse (active Illinois license), Bachelor's Degree preferred. Current CPR certification required. Minimum of 5 years Home Services experience in a licensed setting required and 2-3 years supervisory experience. Intermediate to advanced computer skills required.

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.

MARKETING

MARKETING ASSISTANT: Full time position available. This position provides administrative support to the Marketing staff and assists in carrying out marketing/promotional activities. Responsibilities include: answering telephones, typing letters/memos, report generation, filing, and invoice processing. Must possess strong computer and reporting skills. Experience working with older adults is a plus. Associates degree required, Bachelor's preferred.

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.

LIFESTYLES

ACTIVITY ASSISTANT: Full-time position available (Sunday-Thursday with the hours Noon-8:00p.m.) in our Briarwood Health Care Center. Responsibilities include leading, preparing, facilitating and executing activities and one to one visits as scheduled. Experience in senior activities and a high school diploma preferred.





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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



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HEALTHCARE

DIRECTOR OF NURSING: Full-time position available. Responsibilities include planning, organizing, and directing the management and delivery of quality resident care, fiscal responsibility and problem solving skills. Have the ability to motivate and direct staff. Current IL RN licensure, BSN required and current CPR card. Graduate degree a plus. Minimum of 5 years management experience with 2 years required in a LTC setting, with Medicare oversight. Must have strong verbal and written communication skills and excellent computer skills (knowledge of Word and Excel).

BUILDING OPERATIONS

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

FLOOR CARE WORKER: Full-time position 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: Full-time and Part-time 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: Part-time 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.

BISTRO ATTENDANT/BARTENDER: Full-time and Part-time positions available. Responsible for providing alcoholic and non-alcoholic beverages to the guests in a timely fashion. Practice "aggressive hospitality" and show professionalism. Must be customer service-oriented. The ideal candidate must have bartending experience for at least one (1) year within a restaurant, hotel or conference center operation or a graduate of an accredited Bartending school.

LIFESTYLES

HOSPITALITY ASSISTANT: Part-time and 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





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and have at least 3 yrs of hospitality/administrative experience. Knowledge of Word, Excel, Power Point, and Outlook a plus.

RESIDENT SERVICES ASSISTANT: Part-time and Pool positions available. 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.

EOE

