

# Job Mart

**Joseph Benson, CASPF, Chair**  
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## MARCH 2007

JOB MART is a Life Services Network of Illinois Employment Clearing House published monthly, for individuals, member facilities and businesses. A two-time, per-insertion listing in Positions Available is \$35 for member facilities, \$50 for business members and \$75 for non-member facilities and businesses. A listing in Positions Wanted is \$25. Submit copy, approximately 50-75 words, to Job Mart, c/o LSN, 911 N. Elm, Suite 228, Hinsdale, IL 60521. Items are published in order received. Box numbers will be assigned by request to assure anonymity and are available for an additional \$5.00 fee. Call (630) 325-6170 for more information. **Life Services Network staff are neither trained nor available for individual career counseling.**

### Positions Available

**Administrator** - Eastside Milwaukee, Wisconsin, 196 bed facility searching for experienced, compassionate Administrator to provide leadership. Candidate must be able to interpret and implement regulations, provide innovative leadership to staff, and enjoy a positive relationship with referral sources. Knowledge of financials and budgeting process necessary. FAX resume to: (414) 271-5871 or email to: applyforhr@yahoo.com

**Assisted Living Manager** - Friendship Village of Schaumburg, a progressive retirement community in the northwest suburbs of Chicago has a full-time Manager position available in our Willows Assisted Living department. Responsible for creating and maintaining a team/processes which support residents within this defined area. This includes operations, program oversight and education/development. Bachelor's Degree in social work, gerontology, nursing, healthcare administration or related field required. Minimum of 3 years geriatrics and management experience also required. Friendship Village offers a generous benefit package, competitive wages & supportive work environment. For immediate consideration mail resumes to: Friendship Village of Schaumburg; Human Resources Department, 350 W. Schaumburg Rd., Schaumburg, IL 60194, (847) 884-5619; FAX: (847) 490-6261; Email: careers@friendshipvillage.org; Website: [www.friendshipvillage.org](http://www.friendshipvillage.org) Please include salary history and salary requirements. **EoE**

**Manager of MDS and Clinical Reimbursement** – Bring Your Heart to Our Community - Does service, dedication and joy sound like you? If so, be part of a caring, compassionate team of professionals who tell us they are proud to be a part of this Catholic community. Addolorata Villa, located in Wheeling, Illinois is looking for a Manager of MDS & Clinical Reimbursement. Qualified individual will be part of the nurse management team and must be experienced with the recent MDS RAI

assessment tool and a minimum of 2 years medical/surgical or gerontological experience. Will be responsible for case management of residents receiving Medicare A benefits. We offer a competitive salary and excellent benefit package. Please send resume with salary requirements to: Franciscan Communities, Addolorata Villa, Human Resources, 555 McHenry Road, Wheeling, IL 60090: FAX (847) 215-5618; Email: [jgatewood@franciscancommunities.com](mailto:jgatewood@franciscancommunities.com) M/F **EoE**

**Marketing Coordinator** – Riverside Senior Living Center, Westwood Oaks, located in Kankakee, Illinois, is seeking a full-time Marketing Coordinator. The individual will assist the Director with marketing initiatives for the campus, including leadbase management, advertisement and collateral development, telemarketing, tours of campus, etc. Will represent the SLC to various referral audiences and prospective residents and/or their families and be responsible for all aspects of move-in coordination. Bachelors degree preferred with 2-3 years experience in customer service, marketing and/or sales related field. Apply on line at [www.rivesidehealthcare.org](http://www.rivesidehealthcare.org)

**Development Associate** - Senior Home Sharing, Inc., located in Wheaton, Illinois is seeking part-time grant-funded Development Associate to assist in implementation of fundraising plan. Bachelor's degree and experience in a development capacity are required. Please e-mail resume to [bgiacobbe@seniorhomesharing.org](mailto:bgiacobbe@seniorhomesharing.org). **EOE**

**Associate Administrator** - Covenant Village of Northbrook, an accredited CCRC, has a rewarding opportunity as Associate Administrator. Assists in coordinating and integrating all services provided. Develops a positive employee relations climate and personnel that are highly committed to the mission, goals, and objectives of the organization. Assists in the preparation of the annual operating plan, capital equipment, capital improvements and cash flow budgets. Assists in developing and implementing long range plans, master plan, and goals for the campus. Assures the facility plant and grounds are maintained in a clean, orderly, and safe manner. This position requires a bachelor's degree; a master's degree in an appropriately related field is highly desirable. A minimum of five years experience in an administrator position and/or other upper level management position(s). A strong background in leadership roles in church and community is desirable. Support of Covenant Retirement Communities and its Mission Statement and Affirmations is required. State Nursing Home Administrator's licensure should be in process of completion or completed. For immediate consideration, please forward resume to: Covenant Village of Northbrook, Neil Warnygora, Campus Administrator, 2625 Techny Road, Northbrook, IL 60062; FAX to: (847) 412-7318; or e-mail [NEWarnygora@covenantretirement.org](mailto:NEWarnygora@covenantretirement.org). **EoE**

**Director of Nursing** - Fairview Village, a faith based Continuing Care Retirement Community located in Downers Grove, Illinois is looking to fill a Director of Nursing (DON) position. Dynamic leadership, excellent clinical, organizational and people skills. Bachelors or Masters in Nursing, RN, 10+ years experience in LTC/Hospital desired. 5+ years experience as ADON or DON preferred. Maintains current knowledge of and compliance with all federal and state regulations, adheres to safety issues, assures all services are provided in accordance with facility policies and procedures and clinical standards, and manages team budget and assigned resources based on census. Adjusts staff levels and oversees all employee issues, understands payor source criteria/requirements, conducts team meetings and participates in developing programs, acts as a liaison with the Medical Director, investigates complaints and takes necessary action, etc. Apply: Online: [www.fairview-inc.com](http://www.fairview-inc.com), by email: [resumes@fairview-inc.com](mailto:resumes@fairview-inc.com), Job Hotline: (630) 585-3721.

**Marketing Director** - We are currently accepting applications for a Marketing Director for Heritage Woods of Rockford, an Assisted Living Facility currently under Construction. The Marketing Director is responsible for coordinating, developing, and maintaining a marketing and sales program for the facility. The successful candidate will be a professional with excellent verbal and written communication skills. Prior marketing and community outreach experience desired. Knowledge of senior living preferred. If interested, please send your resume and salary requirements to [keri.horn@bma-mgmt.com](mailto:keri.horn@bma-mgmt.com) or FAX to (815) 935-8380. **EoE**

**Executive Director:** Casa San Carlo Retirement Community, located in Northlake, Illinois, part of Resurrection Health Care, is seeking a responsible and experienced leader to join our Senior Services family as our Executive Director. Candidate will oversee the entire structure of our retirement community, and help keep our commitment to quality senior care on track. We are looking for a personable administrator with significant experience in working in health services and senior housing. Bachelor's degree required; Master's preferred. Apply online or contact: Grace Dames, at: (708) 482-5040, FAX: (708) 588-1890, Email: [gdames@reshealthcare.org](mailto:gdames@reshealthcare.org); [www.reshealth.org](http://www.reshealth.org) **EoE M/F/D/V**

**Marketing Admissions Counselor** - Well established faith-based senior living community offering 249 units including independent living, assisted living, nursing/memory care on 10-acre campus in Norridge, Illinois seeks individual with superior customer-service skills, high energy, and personality. Manage inquiries, maintain/increase account base, prospect for new business, provide tours, coordination of various duties. 3-5 years of related experience preferred. Excellent benefit package. Please forward resume to [info@cbvillage.org](mailto:info@cbvillage.org) or FAX to (708) 583-8470. **EoE**.

**Nursing Home Administrator** – Lutheran Hillside Village, located in Peoria, Illinois, central Illinois's most comprehensive community for seniors, seeks team-oriented director to lead skilled nursing component of continuing care retirement community. Must embrace mission *As Christ Would Serve Them*; be customer service oriented, results driven; able to create a positive environment and enhance team performance, have demonstrated leadership skills, proven track record, Medicare PPS program experience, valid nursing home administrator's license. Email resume to: [shellyg@lsmpeoria.org](mailto:shellyg@lsmpeoria.org) **EoE**

**Administrator** – For over 100 years, Lutheran Home and Services (LHS) has been one of the most respected long-term healthcare, retirement, and senior service organizations in the nation. LHS is looking for a dynamic, hands on leader for our 500 resident community in Arlington Heights, Illinois. This position is responsible for the overall administrative, management, and operation of LHS, which includes, the skilled nursing facility, assisted living suites, and independent living homes. Must be able to plan, organize, budget, and control the services provided to ensure the highest level of care commensurate with fiscal responsibility. Candidates must have current Illinois Nursing Home Administrator License and 5 years of Nursing Home Senior Leadership experience. Send salary requirements and resume to [resumes@luhome.org](mailto:resumes@luhome.org), with Administrator in the subject line. Our faith-based ministry offers an excellent benefits package and a caring, supportive work environment. Visit [www.lutheranhome.com](http://www.lutheranhome.com) for more information. *Embracing Tomorrow Today – Excellence in Serving God's family.*

**Corporate Consulting Administrator** – Lutheran Life Communities - Lutheran Life Communities is looking for a dynamic, hands-on consultant for our various communities throughout the Midwest. This position is responsible for management and operation of various Lutheran Life Communities (LLC) organizations on an interim, start-up, or as needed basis. This may include skilled nursing facilities, assisted living suites, and independent living homes. Responsible for interim planning, organizing, budgeting, and controlling the services provided to ensure the highest level of care commensurate with fiscal responsibility. Ensures compliance with all LLC Corporate Standards and licensing regulations and directives from licensing and regulatory bodies. Candidates must have 5 years of Nursing Home Senior Leadership experience. Bachelor's degree from four-year College or university. Current Nursing Home Administrator license required. While this position will be based out of Arlington Heights, Illinois, heavy regional travel is required. Send salary requirements and resume to resumes@luhome.org, with Consulting Administrator in the subject line. [www.lutheranhome.com](http://www.lutheranhome.com)

**Health Care Services Director** - Lutheran Home and Services - For over 100 years, Lutheran Home and Services (LHS) has been one of the most respected long-term healthcare, retirement, and senior service organizations in the nation. LHS is looking for a dynamic, hands-on Health Care Services Director (Director of Nursing) for our 392 resident community in Arlington Heights, Illinois. This position plans, directs, and coordinates health care services of professional nursing, auxiliary nursing and all other health care to render appropriate resident care in accordance with applicable federal, state and local standards, guidelines and regulations. Requirements include Bachelor's degree and at least four years long term care or geriatric experience and/or training; or equivalent combination of education and experience. Current Illinois RN licensed required. At least 3 years nursing supervisory experience, preferably in a DON or ADON role. Send resume and salary requirements to resumes@luhome.org. Visit [www.lutheranhome.com](http://www.lutheranhome.com) for more information about Lutheran Home and Services.

**Business Systems Analyst** – Franciscan Sisters of Chicago Service Corporation, the nation's 6<sup>th</sup> fastest growing Catholic Senior Housing and Healthcare system is growing their Information Technology Team. We are seeking an experienced project manager, to oversee system selection and implementation; report development, documentation and user training. Bachelors Degree in IT or Business. Excellent communication, analytical, facilitation skills. 3-5 years experience in related area. Interested candidates should submit a resume with salary requirements to FSCSC, Human Resources, 1055 W. 175<sup>th</sup> Street, Suite 202, Homewood, Illinois 60430; FAX (708) 647-6982 or email HR\_CORP@franciscancommunities.com. **EoE**

**Helpdesk Coordinator** - Franciscan Sisters of Chicago Service Corporation, the nation's 6<sup>th</sup> fastest growing Catholic Senior Housing and Healthcare system is growing their Information Technology Team. Candidate will be responsible for first level user support and problem resolution. Associates Degree in IT, Bachelor's preferred, 1-3 years experience; Microsoft certification preferred. Interested candidates should submit a resume with salary requirements to FSCSC, Human Resources, 1055 W. 175<sup>th</sup> Street, Suite 202, Homewood, Illinois 60430; FAX (708) 647-6982 or email HR\_CORP@franciscancommunities.com. **EoE**

**Director of Nursing** - Prairieview at the Garlands, a luxurious senior community with 30 Assisted Living, 20 Memory Support and 20 Skilled Nursing residences, located in Barrington, Illinois is seeking a Director of Nursing. Candidate must be RN licensed in Illinois with previous supervisory experience. Exceptional staffing ratios and work environment. Send resume to The Garlands of Barrington, 1000 Garlands Lane, Barrington, Illinois 60010. FAX resume to (847) 756-3100. *No phone calls please.* [www.Thegarlands.com](http://www.Thegarlands.com) **EoE**

***Nursing Home Administrator*** – Presbyterian Homes – The Moorings of Arlington Heights, located in Arlington Heights, Illinois, seeks an Administrator with a minimum five years experience in a nursing home setting. Responsibilities include leading multidisciplinary teams to achieve positive resident outcomes, and supporting corporate initiatives that emphasize person-centered care and operation excellence training programs. Qualifications: BSN or BA in Business/Finance, Nursing Home Administrator license. Position requires strong familiarity with Medicare/Illinois rules and regulations and Quality Assurance techniques. Strong experience with budget planning and expense oversight required. We offer a competitive salary and full range of benefits. Apply at [www.presbyterianhomes.job](http://www.presbyterianhomes.job) or send your resume with salary history to: Presbyterian Homes, Attn: Val Campbell, 3200 Grant Street, Evanston, IL 60201 or by email: [nurserecruiter@presbyterianhomes.org](mailto:nurserecruiter@presbyterianhomes.org) or FAX (847) 492-3762. EoE

***Sales & Marketing Specialist*** – Brookdale Senior Living Inc., a publicly traded (NYSE: BKD), is the nation's largest provider of senior living services with over 540 Independent Living, Assisted Living and Continuing Care Retirement Communities in 35 states. We have an immediate full-time opportunity for a Sales & Marketing Specialist based in the Midwest. In this role, the selected hands-on sales and marketing professional will be responsible for troubleshooting in Sales & Marketing department sat various communities within the region. This position reports to the respective Executive Director of the property and to the Regional Director of Marketing at Brookdale Senior Living, Inc. Ability to travel overnight extensively required for this position. Qualified candidates will possess related industry sales and marketing experience. Base salary of 50-60K plus commissions and complete benefit package offered. To apply online, please visit our Career Center at [brookdaleliving.com](http://brookdaleliving.com). ***EoE***. No phone calls please.

## ***Positions Wanted***

***Executive Director or Administrator of CCRC or SNF - Permanent or Interim Position*** - With 30 years experience, I bring an abundance of knowledge & accomplishments as CEO of a CCRC having taken it from an ICF/Sheltered Care facility to the complete continuum of care-Skilled, Medicare A, AL, IL, & Adult Day Care. Forte is planning, construction/remodeling, processes but very able to do all operations. Live in central Illinois; will consider relocating; have been active in LSN - RRG, Trust, CCRC & NH Cabinets, and committees. Contact Roger D. Herman, LNHA by email: [rogsu74@sbcglobal.net](mailto:rogsu74@sbcglobal.net); by phone (309) 692-5403 or (309) 264-6276