

Job Mart

Joseph Benson, CASPF, Chair
Dennis R. Bozzi, President

APRIL 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

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 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 or FAX (847) 492-3762. EoE

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

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 for more information about Lutheran Home and Services.

Business Systems Analyst – Franciscan Sisters of Chicago Service Corporation, the nation's 6th 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. 175th 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 6th 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. 175th 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 **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. **EoE. No phone calls please.**

Personal Care Manager – Assisted Living - Council for Jewish Elderly has an exciting opportunity for an experienced Personal Care Manager to join its management team at Weinberg Community, its upscale assisted living facility located in Deerfield, Illinois. The Personal Care Manager will oversee personal care staff and ensure that proper, effective and efficient services are delivered to the residents. Requires Bachelor's Degree in social services, gerontology, healthcare administration or related field and 2+ years experience, supervisory in nature, in related aging/elderly services management field. We offer a competitive salary and excellent benefits package! Submit resume with salary history to jobs@cje.net or FAX to (773) 508-4766.

Development Manager - Council for Jewish Elderly, a large non-profit organization located on the north side of Chicago, has an exciting opportunity for a Development Manager to manage a variety of development functions including the annual Celebrate CJE event and annual donor recognition luncheon. They will also maintain and expand current programs with major donors, research and track current donors, and schedule and participate in face to face solicitations with current and new donors. We require a BA or equivalent and 3-5 years experience in sales/development/fundraising field; extensive knowledge of standard fundraising activities preferably in a Jewish not-for-profit environment; strong computer skills including knowledge of database software, preferably Raisers Edge. We offer a competitive salary along with an excellent benefits package including 22 vacation days! Submit resume with salary history to jobs@cje.net or FAX (773) 508-4766.

Dining & Nutrition Supervisor - Friendship Village of Schaumburg is seeking an experienced food service/hospitality industry professional to assume the position of Dining & Nutrition Supervisor. The Supervisor will coordinate and supervise activities of health care and assisted living dining services associates, as well as develop and implement programs to improve quality and insure compliance with regulatory agencies. Additionally, the position will provide leadership and ensure the development and growth of subordinate employees, while training them to provide the service that improves overall resident satisfaction. The position requires an individual who is resident focused; detail oriented and has the ability to manage a diverse workforce. Additionally, this person must have a results oriented focus on customer satisfaction, sanitation, budgetary and regulatory compliance. The ideal candidate will be a Certified Dietary Manager, a Registered Dietician, a Registered Dietary Technician or be able to pass the exam within 6 months of employment. Friendship Village offers a generous benefit package, competitive wages & supportive work environment. Please forward resumes to: Friendship Village of Schaumburg, 350 W. Schaumburg Rd., Schaumburg, Illinois 60194. Email: careers@friendshipvillage.org; Web: www.friendshipvillage.org; FAX (847) 490-6261 ***EoE***

Administrator - We are currently recruiting for an Administrator for Heritage Woods of Moline, an affordable assisted living facility under construction in Moline, Illinois. The successful candidate will have a strong passion for working with people. Five years management experience in the health care/social services field. Prior long term care administrative experience preferred. Solid computer, organization and communication skills desired. If interested, please send your resume and salary requirements to recruitment@peopleetc.net or FAX to (815) 802-3400. ***EoE***

Marketing Director - We are currently recruiting for a Marketing Director for Heritage Woods of Moline, an affordable assisted living facility under construction in Moline, Illinois. 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 recruitment@peopleetc.net or FAX to (815) 802-3400. ***EoE***

Accounts Receivable/Medicare Specialist - Woodstock Christian Life Services, a faith based human services organization, located in Woodstock, Illinois, is currently seeking an experienced individual to coordinate accounts receivables and process Medicare/Medicaid billing for our long-term care facility. Prior experience including medical coding required, AAOD experience preferred. We offer a competitive starting rate along with a generous benefits package. Please fax resume and salary requirements to: (815) 338-1552

Administrator - We are currently recruiting for an Administrator for Heritage Woods of Rockford, a new Assisted Living Facility currently under construction. The successful candidate will have a strong passion for working with people. Five years management experience in the health care, housing or social service area desired. Prior long term care administrative experience preferred. Solid computer, organization and communication skills desired. If interested, please forward your resume and salary history to: keri.horn@bma-mgmt.com or FAX to (815) 935-8380 ***EoE***

Sales & Marketing Director - Manages the Sales & Information Office staff. Ensures the performance of the Admissions personnel. Facilitates goal setting, provides vision and encouragement for Admissions personnel. Coordinates and leads weekly Admissions staff meetings. Evaluates the performance of the staff on an annual basis. Reviews weekly and monthly marketing reports. Develops priorities and implements admissions policies. Creates and generates contact with waiting list in an effort to prepare prospective residents for a move. Provides support to Admissions Coordinator including overflow sales and settlement appointments. Manages resident transfers. Handles special financial and health considerations for prospective residents with special needs. Serves as liaison between the Admissions staff and the Community/Erickson Retirement Communities Management Staff. Represents Admissions function at various committee meetings. Attends special events in and out of the Community. Provides tours and answers questions for prospective residents. Networks with other retirement communities. Please apply on-line at www.erickson.com

Wellness Coordinator - Create, support and manage daily operations of all resident and employee Wellness programs. Programs include the Wellness Health Club, Aquatic Center, and educational programs and services throughout the community. Interested candidates can apply on-line at www.erickson.com

Social Worker Assistant-LSW - Seeking licensed social worker (LSW) to handle duties for Burr Ridge, Illinois CCRC. Candidate must hold BSW from accredited university. MSW preferred, but not required. Individual to work 32 hours a week, Monday thru Thursday, and report to Director of Social Services. Duties to include: Outreach services to independent seniors; service referrals to professional agencies; short-term counseling to residents; charting and treatment planning for skilled nursing unit; participate in weekly resident care conferences. E-mail resumes to: lisac@kbhouse.org or submit by U.S. mail to Ms. Lisa Carroll, Director of Social Services, King-Bruwaert House, 6101 S. County Line Road, Burr Ridge, IL 60527; FAX: (630) 230-9357 ***No phone inquiries, please.***

Marketing Manager - Covenant Home of Chicago, assisted living facility seeks a Marketing Manager. If interested in a fulfilling position that transcends a job and embraces ministry, join a nationwide family of continuing care retirement communities operating in nine states. Faith-based organization with century-long heritage driven to excellence by its Christian mission. We offer competitive pay and benefits. Qualified candidates: send cover letter and current resume to: Betty Olson, Regional Marketing Manager, Covenant Retirement Communities, 5115 N. Francisco Ave., Chicago, IL 60625, Phone (773) 878-2294; FAX (773) 878-2289; E-mail: BLOlson@covenantretirement.org. For more information on Covenant Retirement Communities see website at www.CovenantRetirement.org
EoE

Referral Liaison - Covenant Methodist Senior Services (CMSS) new, comprehensive choice for older adult services in Chicago, offering continuum of care from housing to skilled nursing to at-home services, seeking FT Referral Liaison responsible for developing relationships with lead referral sources and performing pre-admission clinical assessments for potential residents of Methodist Home Nursing Facility. Responsibilities include sales calls outside the facility; clinical assessments on potential residents. Must have: BA Nursing or Social Work; healthcare related sales experience; knowledge of reimbursement programs; knowledge base of referral sources in Chicago area. We offer competitive pay and benefits. Send cover letter and resume to: Mary Nelson, VP HR, CMSS, 1415 West Foster Ave. Chicago, IL 60640, FAX: (773) 271-7091; E-mail: MNelson@CMSSChicago.org. For more information see our website at www.CMSSChicago.org. ***EoE***