

Job Mart

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

JULY 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 — Embracing our mission and vision, while providing hospitality-based services, Franciscan Village Campus, is currently expanding their operations. Incumbents for this position will foster relationships with our staff and residents. Maintains facility objectives, standards of practice, policies and procedures and assists Executive Director in the facility administration; BA in Health Administration or related field with 3-5 yrs experience, Illinois State LNHA. Candidates should submit a resume with salary requirements to Franciscan Communities – Franciscan Village Campus, Human Resources, 1260 Franciscan Dr., Lemont, IL 60439; FAX: (630) 257-5832 or e-mail erichard@franciscancommunities.com. EOE

Licensed Social Worker - Embracing our mission and vision, while providing hospitality-based services, Franciscan Village Campus, is currently expanding their operations. Incumbents for this position will foster relationships with our staff and residents. Assist in planning, organizing, developing and directing the overall operation of the Social Services Department; requires BSW with 3-5 yrs experience in a Geriatric social service setting with MDS and care planning experience. Candidates should submit a resume with salary requirements to Franciscan Communities – Franciscan Village Campus, Human Resources, 1260 Franciscan Dr., Lemont, IL 60439; FAX: (630) 257-5832 or e-mail erichard@franciscancommunities.com. **EOE**

Director of Dining Services - Embracing our mission and vision, while providing hospitality-based services, Franciscan Village Campus, is currently expanding their operations. Incumbents for this position will foster relationships with our staff and residents. Responsible for supervision, coordination and assurance of effective preparation and service of top quality dining service to CCRC residents; BS Degree in Food/Nutrition or Master Chef with 5+ years related experience. Candidates should submit a resume with salary requirements to Franciscan Communities – Franciscan Village Campus, Human Resources, 1260 Franciscan Dr., Lemont, IL 60439; FAX: (630) 257-5832 or e-mail erichard@franciscancommunities.com. **EOE**

Lifestyle Producer – Friendship Village, located in Schaumburg, Illinois is searching for a Lifestyle Producer who will work directly with the President in leading a team of 11 in the development of a dynamic Lifestyle Program that incorporates physical, intellectual, emotional, social, vocational and spiritual initiatives. Candidates should possess a bachelors’ degree, strong track-record of success in program development combined with an emphasis in building strong relationships, leading positive change and possessing a “marketing mentality” focus. Email your resume to: andy.loyd@gmail.com.

Dementia Program Coordinator – Riverside Senior Living Center located in Kankakee, Illinois is seeking a full-time Dementia Program Coordinator. This individual directs daily social, cultural, educational and spiritual needs of dementia residents. Aids in producing policies and procedures for dementia unit and acts as team leader to help staff in daily operations. Associates Degree with experience with elderly population and knowledge of Alzheimer’s disease required. Apply online at www.riversidehealthcare.org

Administrator – Christian Homes, Inc. – Lewis Memorial Christian Village, located in Springfield, Illinois is looking for an Administrator. An exciting opportunity to lead our 155 Bed Nursing Center located in central Illinois. “Quality Care” is not just a phrase at Christian Homes...it is our Mission. We honor God by providing excellent care to those entrusted to us. Candidate must have experience managing a large center with a high Medicare census. Please FAX your resume to: Christian Homes, Inc., Attn: Human Resources: Lewis/Admin., (217) 732-8686.

Director of Nursing – Christian Homes, Inc. – Lewis Memorial Christian Village, located in Springfield, Illinois is looking for a Director of Nursing to take the lead and be in charge of running the Nursing Department for our 155 Bed Nursing Center located in central Illinois. If you are looking to enhance the lives of residents and honoring God by doing so, this might be the right opportunity for you. Experience as a DON at a large nursing center with a high Medicare census is required. Please FAX your resume to: Christian Village, Inc., Attn: Human Resources: Lewis/DON, (217) 732-8686.

Executive Director – Christian Homes, Inc. – Bensenville Illinois Campus - Christian Homes, Inc. has a new position available responsible for leading our campus during an exciting phase of growth for the organization. The campus has an IL with 160 apartments, 13 Garden Homes, and a 223 bed SNF. We honor God by providing excellent care to those entrusted to us. Qualified candidates must have experience overseeing a large campus, managing a growing census and leading managers to excel in their positions. Please FAX your resume to: Christian Homes, Inc., Attn: Human Resources: Bensenville/ED, (217) 732-8686.

Director of Sales and Marketing – Christian Homes, Inc. – Bridgeway of Bensenville, located in Bensenville, Illinois - Are you an experienced Independent Living Sales and Marketing professional with proven results? Are you ready to make a change and join an organization experiencing exciting growth? Do you believe that you can make a difference in the lives of those who choose to live on the campus? If you said, “YES,” to these three questions, this may be the position for you. The position offers a base salary plus bonus. Please FAX your resume to: Christian Homes Inc., Attn: Human Resources: Bridgeway/Sales, (217) 732-8686.

Administrator - Cooperative Retirement Services of America (CRSA) is seeking a dynamic, experienced professional to manage the health services department of a new CCRC located in Northwest Metro Chicago, Illinois. Health services includes a large skilled nursing, assisted living, dementia unit and clinic. Candidates must possess or obtain current, unrestricted Administrator license for Illinois. Excellent credentials required in management, especially Medicare. Email resume with references to hr@crsa.com or FAX (901) 684-4994.

Controller - Wanted for new development and management company for senior housing, AL, and SLF facilities. Candidate must be able to produce corporate financials and supervise work of facility bookkeepers. Send resume, along with salary history (required) to: Controller, Senior Living Management, #217, 2743 S. Veterans Pkwy.; Springfield, IL 62704

Director of Operations - Wanted for new development and management company for senior housing, AL, and SLF facilities. Candidate must have successful ADM or DON history and be able to travel downstate Illinois. Advancement potential. Send resume, along with salary history (required) to: Director, Senior Living Management, #217, 2743 S. Veterans Pkwy., Springfield, IL 62704

Administrator – Pleasant View, A Lutheran Life Community - Pleasant View is looking for a dynamic, hands on leader for a 246 resident community in Ottawa, Illinois. This position is responsible for the overall administrative, management, and operation of Pleasant View, which includes a 210 bed skilled nursing facility, 36 independent living units, and consists of 213 employees. Candidates 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 Leadership experience. Send salary requirements and resume to resumes@luhome.org, with Administrator-Pleasant View in the subject line. Visit www.lutheranlifecommunities.org for more information.

Administrator - Maryhaven Nursing and Rehabilitation Center, part of Resurrection Health Care is a 135-bed facility located in the heart of Glenview, Illinois. The Administrator functions as the CEO over all operations and is responsible to the Regional Director of Operations. Candidate must be a licensed Nursing Home Administrator in the state of Illinois, previous supervisory experience in a subacute setting. To apply, please visit us online at www.reshealth.jobs or contact: Grace Dames at: (708) 482-5040; Email: gdames@reshealthcare.org. **EOE**

Administrator - Saint Francis Nursing and Rehabilitation Center, part of Resurrection Health Care is a 124-bed facility conveniently located in Evanston and is less than a quarter mile from Saint Francis Hospital. The Administrator functions as the CEO over all operations and is responsible to the Regional Director of Operations. Candidate must be a licensed Nursing Home Administrator in the state of Illinois, previous supervisory experience in a subacute setting. To apply, please visit us online at www.reshealth.jobs or contact: Grace Dames at (708) 482-5040; Email: gdames@reshealthcare.org. **EOE**

Administrator - Glenhaven Gardens of Alton, a privately-owned SLF under construction on the wooded campus of Alton Memorial Hospital. Candidate must have a successful history as an Administrator, DON, or healthcare-related management position. Marketing and prior start-up experience a plus. Send resume and salary history to: Glenhaven Management, P.O. Box 19, Forsyth, IL 62535. FAX: (217) 875-9950. E-mail: glenhaven@insightbb.com.

Marketing Director - Glenhaven Gardens of Alton, a privately-owned SLF under construction on the wooded campus of Alton Memorial Hospital. Prefer candidate with a successful history in marketing senior housing or healthcare. Candidate must have excellent verbal and written skills, sales mentality, and ability to work well (inside and outside the facility) with seniors, referral sources, and the community. Send resume and salary history to: Glenhaven Management, P.O. Box 19, Forsyth, IL 62535. FAX: (217) 875-9950. E-mail: glenhaven@insightbb.com.

Nursing Supervisor - The Anchorage of Bensenville, another quality Christian Homes Senior Care Community, is looking for talented key leaders to join their team at their Sub Acute Facility located in DuPage County. Opportunities available for full-time, 3-11 or 11-7 positions. A current IL RN license with previous Nursing Supervisory experience is essential. Candidate must possess one year clinical experience in a LTC setting and demonstrate effective leadership qualities, high quality work, and good communication skills. To apply please send resume to: Anchorage of Bensenville, 111 East Washington, Bensenville, IL 60106; Phone: (630) 521-8012; Email: bhovious.bw@christianhomes.org or www.christianhomes.org

MDS Coordinator - The Anchorage of Bensenville, another quality Christian Homes Senior Care Community, is looking for talented key leaders to join their team at their Sub Acute Facility located in DuPage County. RN's who have LTC, MDS experience, and want to be part of a skilled nursing team contributing daily to the lives of residents and staff, are encouraged to apply. Your clinical expertise will be valued to promote quality care and services. Responsibilities include the ability to interpret nursing directives to achieve departmental goals while assisting in the management of our nursing team to maintain quality care. Candidates must possess a current IL RN license and a minimum of one year experience in a skilled nursing facility. Knowledge of MDS process and of state, local and federal regulations as they pertain to LTC Medicare is essential. To apply please send resume to: Anchorage of Bensenville, 111 East Washington, Bensenville, IL 60106; Phone: (630) 521-8012; Email: bhovious.bw@christianhomes.org or www.christianhomes.org

Business Office Manager - The Anchorage of Bensenville, another quality Christian Homes Senior Care Community, is looking for talented key leaders to join their team at their Sub Acute Facility located in DuPage County. Candidates who possess Medicare and Medicaid billing experience in a Sub Acute/LTC setting, along with Supervisory experience of multiple staff, are encouraged to apply. This position will maintain systems to operate the Business Office in an effective and efficient manner to operate the community in a financially sound manner. This position will ensure all financial information is obtained and entered for newly admitted residents, maintain census records and resident accounts for Medicare A and B, Medicaid and all other payers. This position will supply private insurance companies and hospices with appropriate documentation to obtain payment as needed and perform account collection procedures in compliance with Corporate policy. To apply please send resume to: Anchorage of Bensenville, 111 East Washington, Bensenville, IL 60106; Phone: (630) 521-8012; Email: bhovious.bw@christianhomes.org or www.christianhomes.org

Administrator – Holy Cross Village at Notre Dame, a faith based, expanding senior housing and healthcare provider in South Bend is expanding their leadership team to support their new development. Surrounded by institutions of higher learning, HCV is dedicated to creating a life-enriching environment for our staff and residents. The Administrator directs and implements standards of practice, policies and procedures and assists Executive Director in the overall community administration; BA in Health Administration or related field with 3-5 years experience, IN State LNHA. Interested candidates may forward resume with salary requirements to FSCSC, Attn: HR, 1055 W. 175th St., Suite 202, Homewood, IL 60430; FAX: (708) 647-6982; email: HR_CORP@franciscancommunities.com. ***EOE***

Director of Human Resources - Holy Cross Village at Notre Dame, a faith based, expanding senior housing and healthcare provider in South Bend is expanding their leadership team to support their new development. Surrounded by institutions of higher learning, HCV is dedicated to creating a life-enriching environment for our staff and residents. The Director of Human Resources will be responsible for administering HR programs, which include recruitment, benefits, associate relations, and training. Requires Associates Degree in HR or related field, B.A. preferred; 3-5 years experience in the HR field and knowledge of federal and state laws. Interested candidates may forward resume with salary requirements to FSCSC, Attn: HR, 1055 W. 175th St., Suite 202, Homewood, IL 60430; FAX: (708) 647-6982; email: HR_CORP@franciscancommunities.com. **EOE**

Administrator/CEO – Sunset Home, located in Quincy, Illinois, a CCRC community offering all levels of care including a 43 bed Special Care building. We are seeking an Administrator with a minimum of five years experience. Qualifications: BS/BA in Business/Finance and Illinois Nursing Home license. Position requires strong familiarity with Medicare and Medicaid/Illinois rules and regulations. Strong experience with budget planning and expense oversight required. We offer a competitive salary and full range of benefits. Candidates can apply by email to: jkirlin@sunsethome.org or send your resume with salary history to: Sunset Home, Attn: Jena Schultz, 418 Washington, Quincy, IL 62301. **EOE**

Director of Sales – Management Company seeks highly motivated sales person to fill an existing independent living complex in the western suburbs of Chicago. Retirement living sales or upscale real estate sales experience a must. FAX resumes to: (847) 516 9941 or email to: information@reverehc.com

Director of Nursing – Piatt County Nursing Home, a 100 residence intermediate/skilled nursing facility with an Alzheimer's Unit located in Monticello, Illinois is seeking a Director of Nursing. Prefer a BSN or RN with management/director experience in long-term care. Looking for individual with knowledge of federal and state regulations; Medicare and Medicaid; excellent organizational and communication skills; strong leadership; understands payor source criteria/requirements; ability to develop policies/procedures and assure all services are delivered in accordance with high clinical standards. Send resume with salary expectations to Karla Bradley, Executive Director, Piatt County Nursing Home, P.O. Box 410, Monticello, IL 61856. **EOE/ADA**

Director of Nursing - Nazarethville, a faith based Nursing Home located in Des Plaines, Illinois is looking to fill a Director of Nursing (DON) position. Dynamic leadership, excellent clinical, organizational and people skills needed. Bachelors or Masters in Nursing, RN, 10+ years experience in LTC desired; 3-5 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 budget and assigned resources. Adjusts staff levels and oversees all employee issues, understands payor source criteria/requirements, conducts staff meetings and participates in developing programs, acts as a liaison with the Medical Director, investigates complaints and takes necessary action, etc. Contact S. Lucille at (847) 297-5900 Ext. 222 or apply by e-mail to: admatnaz@aol.com

MDS/PPS Care Plan Coordinator - Weekends, rotating on call for supervisory needs. Sunny Hill Nursing Home of Will County, located in Joliet, Illinois is looking for an MDS/PPS Care Plan Coordinator. Candidate will determine Medicare qualifiers on admissions and complete Medicare billing form. Sets MDS and Care Plan dates for PPS. Data entry of all MDS information. Review of all MDS assessments and raps for accuracy and completion. Assure accurate and timely completion of MDS and corresponding components by interdisciplinary team members. Establish initial Medicare care plan. Coordinate daily Medicare and Care Plan conferences. Reference and education to IDT as needed. Candidate must be a graduate of an approved RN program and have successfully passed the Illinois

Licensure examination and currently be licensed in the state of Illinois. Extensive knowledge of LTC IDPH/OBRA/Medicare regulations and the PPS regulations and guidelines along with MDS process. LTC work experience in a leadership role. Must be extremely organized and have high accuracy with data entry. Salary range commiserate with experience. Apply to: Will County Human Resources Department, 302 N. Chicago Street, Joliet, IL 60432; FAX: (815) 774-6355; Email: jobs@willcountyillinois.com. Apply by April 13, 2007. *EOE*

Executive Director - Pathway Senior Living, a growing owner and operator of assisted & independent living communities, seeks an experienced Executive Director for its supportive living community – The Victory Center of River Oaks, located in Calumet City, Illinois. Candidate must have previous experience in a leadership role in the senior housing industry; proven track record focused on creating positive experiences for our customers, maximizing revenue and building census, mentoring staff, budget control, etc. Strong financial and operational ability required. We offer opportunity for career development, competitive salary and comprehensive benefits package. Send resume to: hrdepartment@pathwayseniorliving.com, or FAX (847) 635-1527.

Positions Wanted

Interim Administrator or Executive Director – A motivator who shares a vision of quality care as well as to facilitate excellent outcomes. A leader in the mixed use Senior Housing community. Having a demonstrated success in survey compliance, fiscal management, marketing, and increased satisfaction of associates and residents. Allow for a transition between outdated practices into a community that meets your organizational goals. Call for an appointment to discuss opportunities. Rue Anne & Associates. Phone: (630) 935-2556

Executive Level - As our “boomer” population ages, middle and lower income seniors will be challenged to find affordable long term care solutions. I am looking for an organization (preferably in the Chicago-land area) committed to find and developing such solutions. I have successfully led a range of initiatives including board development, strategic planning, community based services, advocacy, human resources, organizational restructuring, and new community development. Contact: JobOP07@comcast.net