

Job Mart

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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

Sales Counselor - Senior Lifestyle Corporation is seeking an extraordinary Sales Counselor to join our Marketing team at Lincolnwood Place, a CCRC located in Lincolnwood, Illinois. Duties include face to face and telephone contact with prospective residents, referrals sources, and influential third parties. Knowledge of senior living trends, marketing, advertising and community outreach is strongly desired. Outgoing and flexible, schedule includes weekend rotation among your team members. The opportunity to sell across all levels of care is available and compensated. Qualified candidates must possess good organization skills, excellent written and verbal skills. Results oriented and knowledge in Microsoft products; Word, Excel and PowerPoint. Please visit our website and apply online at: www.seniorlifestyle.com For immediate consideration, please forward resume with salary history (required) via email to: dtaddei@senr.com or FAX to (847) 673-5872. ***EoE***

Assistant Executive Director- Health Care Administrator - Three Crowns Park, an established life care CCRC in Evanston, Illinois is seeking an experienced Nursing Home Administrator to manage its existing licensed IDPH licensed facilities (Sheltered Care and Nursing Home) and to open and lead its new Dementia Care Assisted Living Neighborhood scheduled to open in the Fall of 2007. Three Crowns Park has embraced "culture change" and the person selected for this position will work closely with the existing Executive Director to lead this campus-wide initiative. Customer service and facility management skills are essential. Medicare unit experience could be helpful. Creating a resident-centered community is the ultimate goal for this new leadership position. This is an excellent opportunity for any Illinois licensed Administrator who desires to work in a facility transitioning to a "culture change" environment which is within a full campus life care community. If interested email resume and salary requirements to: craig@nlmd.com.

Assistant Executive Director- Resident Services - Three Crowns Park, an established life care CCRC in Evanston, Illinois is seeking an experienced retirement community manager to open and

lead its upscale Independent Living facility scheduled to open in the Fall of 2007. This position will have management responsibility for the classic resident services and some major campus wide services. Hospitality and facility management skills are essential. Creating a life enriching community is the ultimate goal for this new leadership position. This is an excellent opportunity for an Assisted Living Manager interested in working with an active senior community or a CCRC department manager looking to broaden their management experiences. Hotel management experience would be relevant also. If interested email resume and salary requirements to: craig@nlmd.com.

RN's - Come join the Addus HealthCare team, a rapidly growing nationwide home care company based in Illinois founded in 1977! We are seeking PT and FT Registered Nurse's in our Chicago North and South, Westchester, Decatur, Fairview Heights., Marion and Mt. Vernon locations. Clinical nursing knowledge, physical assessment, teaching and procedure skills and ability to be directly responsible for assessing, planning, providing and documenting nursing care for designated patients in accordance with the physician's plan of care and Agency policies and procedures is a must. Please forward your resume to dmolnar@addus.com or FAX to (847) 303-5435

Branch Manager - Come join the Addus HealthCare team, a rapidly growing nationwide home care company based in Illinois and founded in 1977! We are seeking an RN with 3 years of clinical and management experience. The Branch Director is responsible for scheduling and delivery of safe and therapeutically effective home health services from the branch office. Provides leadership and supervision to assure that the quality and efficiency of home health services delivered are in accordance with policies and applicable state, federal, Medicare, HIPAA, Medicaid and other regulations and standards. Please forward your resume to Imencke@addus.com or FAX to (708) 283-4241

Executive Director - Birch Bay Village Retirement Community is seeking a leader to oversee their growing community. Our 55 acre campus borders Acadia National Park and provides spectacular views of Frenchman Bay. Degree with emphasis in Business or relevant field preferred. Ability to obtain a Maine Residential Care Facility Administrator license is required. Visit our website at www.birchbayinfo.com for more information about the Birch Bay Community. Send resume to: Office of the President, Mt. Desert Island Hospital, P.O. Box 8, Bar Harbor, ME 04609. FAX: (207) 288 7031, or email: hr@mdihospital.org

R.N. Clinical Manager - Catholic Charities is looking for an R.N Clinical Manager. Specific duties: Intake, assessment, and staffing of Private pay clients, training and supervision of the L.P.N.(s) at three adult day care sites and a supportive living facility; supervision and staffing of C.N.A.(s) at the supportive living facility and includes on call responsibilities. E-mail inquiries to: gbrown@catholiccharities.net or FAX to (312) 337-2705.

Part-time L.P.N. - Supportive Living Facility - Catholic Charities is looking for a Part-time L.P.N. for their Supportive Living Facility. Specific Duties: Work four to six hours Saturday and Sunday to ensure medication management and physical monitoring of health and safety of the facilities' residents. PRN relief of the full-time L.P.N. E-mail inquiries to: gbrown@catholiccharities.net or FAX to (312) 337-2705.

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

Administrator of Health Services - Lake Forest Place, located in Lake Forest, Illinois seeks an Administrator. Minimum ten years experience in LTC, continuing care community. Responsibilities include leading multidisciplinary teams to achieve positive resident outcomes. Qualifications: MSN, current IL RN license, Nursing Home Administrator license or eligible. Requires strong familiarity with federal, state, local regulations for nursing service/employee regulations. Apply at www.presbyterianhomes.jobs or send your resume with salary history to: Presbyterian Homes, Attn: Human Resources, 3200 Grant Street, Evanston, IL 60201, Email: nurserecruiter@presbyterianhomes.org or FAX: (847) 492-3762, **EoE**

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 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 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

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. **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. **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, by email: 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 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; 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 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: Shelly Goodin at 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, 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 for more information. *Embracing Tomorrow Today – Excellence in Serving God’s family.*

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; by phone (309) 692-5403 or (309) 264-6276