

JOB POSTING FOR ANCILLARY AND SUPPORT POSITIONS

JOB POSTNG – May 17, 2010

Position	# open	Department	Status	Shift	Hours	Qualifications
Administrator	1	Shore LifeCare	FT	Mon-Fri	8:00am 4:30pm	Bachelor's Degree in related field required. Masters in Health Administration or equivalent is preferred. VA Nursing Home Administrator License required. Previous experience in healthcare administration required. 3-5 years of nursing home administration preferred. Attention to detail is essential. Must be adept at developing budgets, programs, and strategic plans. Duties and responsibilities require the ability to communicate information to others including employees, residents, visitors and the public. Must be able to convey basic understanding, sympathy or understanding where required, and otherwise promote and maintain congenial and professional relationships.
Dietary Director Shore LifeCare	1	Dietary SLC	FT	Mon –Fri	40 hr. week Day Shift	Must have High School Diploma or equivalent required. Post high school education in nutrition and/or dietary management also required. Bachelors Degree in Nutrition preferred. One to two years supervisory experience required. Experience in healthcare preferred. Good communication skills, math skills, computer literate, self-motivated, and team player a must. Ability to work well with others, give clear directions and follow-up appropriately. Nutritional knowledge also required.
Security Officer	1	Security	Flexi	Various	Various	Must have a High School Diploma or equivalent required. 1 previous year of experience preferred. Adaptable to all shift work and must be able to work independently with some computer knowledge and great customer service skills.
Cook/Dietary Aide Shore LifeCare	1	Dietary SLC	PT	Sun-Sat	5am-2pm And 11:30a- 8pm	High School Diploma or equivalent. One to two years cooking experience required. Internal candidates may substitute related experience. Good communication and reading skills, teamwork, math skills, and self-motivation. Ability to work with others.

(High school diploma or GED is required for ALL positions.)

Distributed by Riverside Shore Health Services, Inc.
Human Resources Department
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To view an updated list of our current job openings,
please visit our website at www.shorehealthservices.org/jobs.

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Environmental Service Floor Tech	1	Environmental Services	FT	Mon.-Sun.	6:30 pm - 2:30am	Must have High School Diploma or equivalent Must have 2-4 years of floor care experience Must be able to lift 35-50 lbs., operate floor care equipment while working independently, and working well with others.
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**Shore Health Services, Inc. is a drug-free workplace. Drug screenings are required for all new employees.
We also reserve the right to perform drug testing of any individual or group of employees at any time.**

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