

COVENANT HEALTH SYSTEMS POSITION OPENINGS

*for
May 2012*

Bethany Health Care Center Framingham, MA

Please visit www.bethanyhealthcare.org
for career opportunities.

Fall River Jewish Home Fall River, MA

Please go to www.fallriverjewishhome.org
for career opportunities.

Maristhill Nursing & Rehabilitation Center Waltham, MA

Maristhill Nursing & Rehabilitation Center, a
Catholic, not-for-profit skilled nursing facility is
currently seeking a

Director of Pastoral Care

To provide spiritual support services to all
members of the Maristhill Community
including residents, family members and staff.
The qualified candidate will have a strong
commitment to the sick, elderly and dying and
an understanding of the psychological issues
and spiritual needs facing this population.
Related degree and completed CPE program
preferred.

To apply, please send resume to
lsavlon@maristhill.org. For more information,
please visit our website @ www.maristhill.org.

MI Nursing/Restorative Center Inc. Lawrence, MA

Human Resources Generalist

We are currently seeking a full time HR
Generalist to support the department and HR
Director by performing administrative duties
by providing high quality HR services.

The successful candidate will assist with:

- recruitment/retention functions including job postings, phone screening, reference checks and pre-employment background checks and paperwork.
- Benefit Administration, including enrollments, processing of paperwork, reconcile monthly invoices.
- COBRA Administration
- Leave of absence administration
- Employment verifications
- Maintaining employee files
- Workers Compensation administration. Maintains an awareness and understanding of Workers Comp. and is responsible for maintaining accurate and up to date records.
- Training and development
- Maintain and update reports on a weekly and monthly cycle
- Assist HR Director with wellness initiatives
- Employee relations
- Working knowledge of ADP and/or Paychex payroll systems

Requirements:

- BS Degree with 1-3 years of entry level HR experience
- Current knowledge of state and federal employment laws
- Ability to work independently in a fast paced environment
- Excellent interpersonal and communication skills
- Strong working knowledge of Microsoft Office(Outlook, Word and Excel)
- Positive attitude and the ability to maintain collaborative working relationships with a diverse group of people.
- Ability to maintain strict confidentiality

RNs and LPNs: MINRC

- Must be licensed and in good standing in MA
- Full-time and per diem positions available

C.N.As: MINRC

- Must be a licensed and in good standing in MA
- Full-time and per diem positions available

MMQ Coordinator: MINRC

Full time salaried/exempt position M-F days
Some evening/weekends to support training
MMQ & MDS 3.0 experience required.

Must be detail oriented. Computer skills preferred.

Must be a RN with LTC experience

4A Unit Manager: MINRC

Full time salaried/exempt position

Supervise the overall operation of nursing activities of the assigned **Alzheimer's unit** in accordance with current Federal, State, and local standards, guidelines, and regulations that govern the facility to ensure that the highest degree of care is maintained at all times

Must be an RN currently licensed in the Commonwealth of Massachusetts with at least two years of Long Term Care experience and knowledge of State and Federal Regulations

Must have strong clinical skills

4B Unit Manager: MINRC

Full time salaried/exempt position

Supervise the overall operation of nursing activities of the assigned **Rehab unit** in accordance with current Federal, State, and local standards, guidelines, and regulations that govern the facility to ensure that the highest degree of care is maintained at all times

Must be an RN currently licensed in the Commonwealth of Massachusetts with at least two years of Long Term Care experience and knowledge of State and Federal Regulations

Must have strong clinical skills

Per Diem Cook: Hours are 11:00am to 7:30pm, Mon- Fri. Every other weekend and some holidays - Serv Safe preferred. Culinary background preferred

Dietary Aide: Per diem, work as needed Week days, some weekends and holidays. Experience preferred.

MI Residential:

Cook: Full time - Hours are 8:00am to 5:00pm - Every other weekend 8:00am to

2:00pm - Serv Safe preferred. Culinary background preferred

Marguerites House:

C.N.A: 7am – 1pm, every other weekend. Experience preferred.

MI Transportation:

Per Diem Driver: per diem as needed to cover sick and vacation coverage. Monday – Friday day shift. Must have a valid license and clean driving record.

Interested candidates should fax or mail resume to:

MI Health/Care Services
Attn: Human Resources
172 Lawrence Street
Lawrence, MA 01841
Fax: (978) 682-8768
www.mihcs.com

**Mont Marie Health Care Center:
Holyoke, MA**

Nursing Home Administrator

Mont Marie Health Care Center, an 84 bed licensed and resident-centered skilled nursing facility, is seeking a Licensed Nursing Home Administrator (NHA). The NHA will be responsible for the overall leadership and strategic and regulatory management of the nursing facility. With an emphasis on the delivery of quality care to residents, the successful NHA must be able to manage the financial and human resources of the facility, be present to residents and families, drive and/or initiate quality improvements, ensure regulatory compliance through positive DPH surveys, develop and execute business goals in accordance with the strategic plan, and maximize revenue.

Qualified candidates must have a current valid Massachusetts Nursing Home Administrators (NHA) License. Knowledge of skilled nursing facility regulations, reimbursement regulations, strong supervisory, organizational and communication skills, and demonstrated leadership qualities are required; experience preferred.

Please forward cover letter and resume to
Human Resources Department, Mont Marie
Health Care Center, 36 Lower Westfield
Road, Holyoke, MA 01040. EOE

**Notre Dame Long Term Care
Center – Worcester, MA**

RN, LPN, CNA opportunities available

Resumes to

Director of Human Resources
Fax 508-852-0397
Or call: 508-852-3011

**St. Andre Health Care
Biddeford, ME**

Director of Human Potential

The primary focus of this leadership level salaried position is to: develop, organize and maintain the human resource role within the organization. The Director will provide leadership and guidance to supervisors in accordance with the current applicable federal, state and local standards, guidelines, and regulations. The Director will support the philosophy and goals of the organization i.e. mission, values and our person-centered care environment.

Candidates must be able to:

- ▶ Negotiate, administer, and maintain the organization's benefit programs. Review and make recommendations for changes to the CEO/Administrator.
- ▶ Provide supervisory updates and training on employment law issues.
- ▶ Work with supervisors on progressive disciplinary concerns.
- ▶ Facilitate communications with legal counsel regarding HR issues, as needed.
- ▶ Prepare human resource related information for and attend Board of Director Meetings.
- ▶ Maintain working knowledge of the current Workers' Compensation Act and effectively execute case management.
- ▶ Maintain the OSHA Log for the organization and work with the Director of Plant Operations on safety issues within the organization, this includes meetings with safety consultants and field audits with our

Workers' Compensation carrier.

Coordinate our annual safety fair.

- ▶ Ensure compliance with ADA, FMLA, COBRA, EEO, Harassment and other labor laws. Make recommendations as laws change to Management and CEO/Administrator as needed.
- ▶ Collaborate with CEO/Administrator in planning of leadership development activities.
- ▶ Process elements of the bi-weekly payroll. Back up the Payroll Manager when absent.
- ▶ Prepare and manage the departmental budget. Submit this to the CFO and CEO/Administrator for review, recommendations, and approval.
- ▶ Assist supervisors with their recruitment needs, place advertisements, job postings, etc.
- ▶ Assist in the resolution of employee grievances, and provide guidance in departmental disputes, as needed.
- ▶ Serve on, participate in and attend various committees of the facility as required and appointed by the CEO/Administrator.
- ▶ Candidates applying must be able to multi task, work well under pressure, demonstrate compassion and be flexible with daily work flow.

Candidates must have a BS in Business Administration, Human Resources and/or equivalent years of experience. Must have a minimum of 3 to 5 years of Human Resource Management experience...Must possess the ability to deal tactfully with personnel, residents, family members, visitors and the general public...We offer an excellent benefit package. We are an EOE and inclusive organization. We encourage all to apply.

If interested please send your cover letter, resume and wage history to:
Andrea Otis-Higgins, CEO/Administrator by
5/20/2012
aotis-higgins@standre.org

Please see JobsInMe for career opportunities.

St. Joseph Healthcare

Bangor, ME

Vice President of Mission Services

St. Joseph Healthcare, sponsored by Covenant Health Systems and located in Bangor Me, is currently seeking a Vice President of Mission Services. This full-time position will report directly to the President/CEO. This executive leadership position will be responsible for the enhancement, promotion and integration of the mission, vision and core values throughout the organization. As a member of the senior leadership team this position will actively participate in policy development, strategic planning and budget activities. The successful candidate will have:

- A minimum of three to five years of progressive healthcare management, education or clinical work.
- A graduate-level education (minimum master's degree) in theology, divinity, spirituality or related field from an accredited university.
- Experience in successfully translating mission into the culture of an organization and have demonstrated skills in managing group dynamics and influencing others.
- A mature understanding of the Catholic tradition.
- A mature knowledge of the *Ethical and Religious Directives for Catholic Health Care Services*, ethical decision-making models, and clinical and corporate ethical principles and practices.
- Formal current and continuing preparation in theology, Christian ethics and Catholic social teaching.
- Knowledge of contemporary health care issues and trends, as well as financial and compliance principles.

Interested candidates should forward a cover letter and resume to hr.apply@sjhhealth or by mail to:

Human Resources,
St. Joseph Healthcare,

360 Broadway,
Bangor, ME 04402-0403.

**St. Joseph Hospital –
Nashua, NH**

Please go to www.st.josephhospital.com
for career opportunities.

**St. Joseph Manor -
Brockton, MA**

St. Joseph Manor Is looking for a few
outstanding RN's to join our Leadership Team

**STAFF DEVELOPMENT COORDINATOR
NURSE LEADER & WEEKEND
SUPERVISOR**

We are looking for individuals, who are highly
organized, detail oriented, computer literate,
have excellent communication skills and want
to provide person centered services to people
of all faiths in our home.

kethier@sjmbrockton.org
(508) 583 – 5834 Phone
(508) 583 – 8551 Fax

St. Joseph Manor
215 Thatcher Street
Brockton, MA 02302
EOE

Sponsored by the Sisters of Jesus Crucified
Member of Covenant Health Systems

**St. Mary Health Care Center
Worcester, MA**

Director of Mission and Pastoral Care

The Director serves as a member of the
senior management team of St. Mary Health
Care Center. Responsibilities include:
providing spiritual support for residents,
families and staff; working with administration
and staff to further the mission, values and
Catholic identity of St. Mary; sharing
knowledge and support for the Ethical and
Religious Directives of Catholic Healthcare;
facilitate orientation of new staff and ongoing
mission/values education to staff and
management.

Candidate must be a Roman Catholic in good
standing and hold a Master's degree in
theology, pastoral ministry or a similar field,

with two units of Clinical Pastoral Education; should have a grasp of current issues in healthcare and a commitment to holistic, person-centered care; three to five years' experience in ministry, preferably, including some work with the elderly/end of life care.

Please apply:

**St. Mary Health Care
39 Queen Street
Worcester, MA 01610
Attn: Michael Isabella, Administrator
Tel: 508-753-4791
Fax: 508-753-4375**

e.o.e.

P/T Registered Physical Therapist

Bachelor of Science degree in Physical Therapy with one (1) year experience is required. We are offering mother's hours.

St. Mary Health Care Center
Attention: Human Resources
39 Queen Street
Worcester, MA 01610
Tel: 508-753-4791
Fax: 508-753-4375

**[St. Mary's Health System –
Lewiston, Maine](#)**

**Please go to www.stmarysmaine.com
for career opportunities.**

**[St. Mary's Villa –
Moscow, PA](#)**

**CNA - full time (3–11 shift)
Resumes to Karen Turlip
Director, Human Resources
Fax: 570-842-5073**

**[Youville Place –
Lexington, MA](#)**

Wellness Nurse

Youville Place has an opening for a 20 hour part-time wellness nurse.

Job Description: Wellness Nurse assists the Wellness Director in the overall management of the Wellness Department

Responsibilities: Include supervising the RCA's, audits, Resident Service Plans, and visits with residents.

Qualifications: RN/LPN with Assisted Living Experience

Reports To: Wellness Director

Position/Hours: 20 hours per week. Evenings and Every other Weekend.

Please contact:

Joyce Looney, Wellness Director

Youville Place

781-861-3535 or jlooney@youvilleplace.org