

CURRENT OPENINGS

June 2010

Mary Wade is a 5 star rated community serving elders nestled on a beautifully enclosed campus with award winning gardens in historic Fair Haven. The staff is committed and enjoys working for an organization with an outstanding reputation built on stable leadership and a clean & friendly environment.

Director of Resident Services Health Care professional with long term care experience sought as Director of Resident Services for The Mary Wade Home's Boardman Residence, a licensed Residential Care Home. The ideal candidate is passionate about working with seniors and their families and is able to lead employees to providing excellent assisted living services. This is a department head working supervisor position.

Accountant (Full Time) Responsible for applying principles of accounting to analyze financial information, prepare financial reports, maintain account analysis, balancing of subsidiary systems to the general ledger and oversee preparation of monthly bank reconciliation. Preparation of year-end audit schedules and quarterly tax returns. Must have prior experience, preferably in a healthcare environment, minimum of bachelors in accounting.

Payroll/Grants (Full time) Position reports to the Business Manager & has responsibility for accounting analysis used for grant reporting and payroll for 150+ employees. Ideal candidate will be able to multi-task in a fast paced environment with accuracy. Must be able to prepare payroll taxes, 941 forms and facilitate the W2 process with minimal direction. Strong bookkeeping skills are essential. Candidates that have processed payroll in a healthcare setting are encouraged to apply. Related A.S. or 3+ yrs exp and/or training.

Medivan Driver (Part time/Per diem) Responsible for transporting elderly, disabled clients in a wheelchair van with lift and providing support to the recreation staff of our Adult Day Center. Must be patient, customer service oriented, safety conscious & have a clean driving record. If you are looking for a position where you make a difference, this is the job for you. Public service license or equivalent req. Candidates with recreation or healthcare experience are encouraged to apply.

Maintenance Assistant (Full time) Reports to Maintenance Supervisor & will assist in the general maintenance of a healthcare facility. Ideal candidate will be an experienced maintenance assistant with the ability to multi-task in a fast paced environment; preferably in a healthcare setting. Candidates that have electrical or HVAC experience are encouraged to apply.

Dietary Aide (Full time) This multi-faceted position will include routine dietary functions, food prep and fine dining service in a fast-paced environment. Candidates must have flexibility to work day & evening shifts. Prior food service experience a MUST, healthcare experience preferred. Applicants with ServSafe Certificate and a commitment to culture change are strongly encouraged to apply.

Recreation Program Assistant (Part time/Per diem) Responsible for participation with team members in developing & carrying out a daily program of activities for elderly clients. Perfect opportunity for new grad with a background in theater or drama looking for a change of pace!

Adult Day Center Program Assistant (Part time/Per diem) The Program Assistant is involved in the creative programming process by developing and leading activity groups. You will provide daily assistance to clients with lunch service and transportation. If you are positive & energetic, this is the place for you. Must be C.N.A. certified. Responsible for participation with team members in developing & carrying out a daily program of activities for elderly clients. Perfect opportunity for new grad with a background in theater or drama looking for a change of pace!

C.N.A. Positions Kind, compassionate caregivers that want to work within a mission to provide the finest service to the elderly should apply. MUST have 2 years experience in a skilled nursing facility.

-7:00 a.m. – 3:00 p.m., including weekends ***temporary full time**

-7:00 a.m. – 3:00 p.m. every other weekend (2 positions)

-3:00 p.m. – 8:00 p.m. every other weekend

L.P.N. (Per diem, 7-3 & 3-11) Great opportunity for experienced LPN to work at an excellent facility, provide nursing care and medical oversight for SNF residents. Long term care experience a plus. LPN's at Mary Wade enjoy unparalleled working conditions, a team approach and the highest professional standards.

Resident Associate (Part time-16 hours)

3:00 p.m. – 11:00 p.m.

This position works within our Residential Care Home as an integral part of the healthcare team, providing daily care for our residents. Prior experience in housekeeping and Home Health Aide preferred. If you are positive & energetic, this is the “Home” for you.

Generous benefits are a given including tuition reimbursement, free on-site parking plus many more!

EOE/AA