



Is Currently Hiring!

**Open Positions**

6/13/2017

**Director of Nursing: \*\*\$10,000 Sign on Bonus\*\***

The Director of Nursing will report to the Administrator of Health Services and is responsible for the overall supervision, provision, and quality of nursing care in the Health Center. The DON is responsible for the selection, training, discipline and supervision for all nursing related Health Center personnel and is responsible for the procurement of appropriate supplies and equipment and operating within the departmental budget.

*Requirements:* Associates or Bachelor's Degree in Nursing. Prior experience and experience in long-term care facility, preferred. Must have Registered Nurse license in the State of WI.

**Registered Nurse: \*\* Up to \$10,000 Sign on Bonus\*\***

The RN is responsible for the accurate and timely administration of medications, treatments, documentation and emergency calls as indicated. The Registered Nurse will supervise the nursing care of all assigned residents and delegate the duty for direct care.

*Requirements:* Must have current RN license for the State of WI.

**Certified Nursing Assistant: \*\*Up to \$1,000 Sign On Bonus! \*\***

Under the direct supervision of the Charge Nurse, provides assistance with the activities of daily living, a safe environment, physical comfort, and emotional and social support to the residents of Eastcastle Place, Inc.

*Requirements:* Must have High School Diploma/GED and current CNA certification for the State of WI.

**LPN:**

The Licensed Practical Nurse is responsible for the accurate and timely administration of medications, treatments, documentation and emergency calls as indicated. The Registered Nurse will supervise the nursing care of all assigned residents and delegate the duty for direct care.

*Requirements:* Must have current LPN license for the State of WI.

**Wait Staff /Dishwasher:**

The wait staff's responsibility is to efficiently serve meals while utilizing proper food handling and sanitation practices. The wait staff is also responsible for the proper use and storage of food, equipment, and supplies, cleanliness of designated kitchen areas and equipment including proper removal and disposal of garbage, boxes, etc. Previous related experience is a plus.

*Requirements:* Must have HS Diploma/GED. Prior experience is preferred.

**Painter/Light Maintenance:**

Responsible for performing accurate and efficient resident apartment and common area painting and wall coverings. Duties to include (but not limited to) the interior and exterior maintenance of painted areas of the campus. The Maintenance worker will maintain all aspects of the physical plant with conducting preventative, routine servicing, seasonal repairs and changes. This position reports to the Director of Plant Operations.

*Requirements:* High School Diploma or equivalent. Prior maintenance experience in long-term care facility, preferred.

**Community Admissions Coordinator:**

The Community Admissions Coordinator is responsible for coordinating the admissions process, guest hospitality, and marketing and sales for residents within the Memory Care, Healthcare and Rehabilitation Center. This position is a key role in creating a positive environment and strong census development. This position comes with challenges, responsibilities and expectations. It also offers opportunities to work directly with residents to foster relationships, improve customer services and provide financial stability to Eastcastle Place.

*Requirements:* BS degree preferred in Health Services Field. Two years of experience in sales, preferably marketing, with demonstrated results. Knowledge of Medicare Part A and certification procedures.

**Receptionist Part Time:**

The Receptionist is responsible for answering and transferring all incoming calls in a courteous and professional manner, giving information, direction and other appropriate assistance to residents, staff, guests and vendors and performing a variety of other clerical duties as assigned. The Receptionist reports to the Director of Lifestyle Services.

*Requirements:* High School Diploma or equivalent.