



Is Currently Hiring!

Open Positions

7/11/2017

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: **Up to \$5,000 Sign On Bonus! **

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.

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.

Facility Services Coordinator:

The Facilities Services Coordinator is responsible for providing assistance in the overall planning, development, organization and implementation of services and procedures in the facilities services department. This position also serves as the community's Move-in Coordinator and in that role, works in accordance with established policies and procedures of Eastcastle Place and or/specific instruction from the Director of Marketing.

Requirements: Associate's degree in business or related field or equivalent work experience.

Housekeeper:

The Housekeeping Aide is responsible for a variety of cleaning chores and will provide a safe and well-maintained work environment at Eastcastle Place, Inc. This position reports to the Housekeeping Manager.

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