



## Nursing Positions

### Universal Aide/Resident Care Aide

Assist in meeting the personal care, social and environmental needs of our residents.

### Personal Care Aide (Certified and Uncertified)

Under the general direction of the RN; a companion to the resident, prepare and serve meals, housekeeping assistance, grocery shopping, accompany resident to appointments. **Valid driver's license required.**

### C.N.A.

Provide care or assistance in the activities of daily living as prescribed in the resident's plan of care. Provide direct resident care encompassing the admission process, physical hygiene and treatment intervention. **NYS certification required.**

### Home Health Aide

Assist with personal care, household tasks directly essential to the client's health; assist with feeding and light housekeeping. Experience preferred. Certification required. **Valid driver's license required.**

### LPN

Oversee aspects of care in accordance with physician's orders, resident and family needs. Responsible for dispensing medications to residents. Charting and paperwork ensuring all reporting requirements are met. **NYS licensing required.**

### LPN Charge

Oversee aspects of care in accordance with physician's orders, resident and family needs. Responsible for dispensing medications to residents. Charting and paperwork ensuring all reporting requirements are met. **NYS licensing required.**

### RN Supervisor

Overall facility supervisor for all departments during night shift. Responsible for supervising and assessing quality and quantity of performance of staff members reporting to him/her during the shift, and oversee resident care in accordance with the resident, physician's orders, and family needs. **NYS RN license required.**

### RN Admissions Coordinator

Will visit local acute care hospitals and meet with potential new admissions for short-term rehabilitation or long-term placement in SNF setting. Complete admission paperwork with residents/families, as needed.

**NYS licensing required. Half-time**

## **Non-Nursing Positions**

### **Grounds**

Under the direction of the Director of Maintenance, plan, organize, and coordinate grounds maintenance projects.

### **Environmental Service Aide**

General cleaning and upkeep of the Manor. Dusting, cleaning of resident's rooms, bathrooms and common areas. Cleaning of floors and carpets, mopping and vacuuming.

### **Operator**

Serve as a liaison with families, visitors, other volunteers as well as the resident and staff helping to provide a friendly, warm and most welcomed atmosphere. Part-time day position (Friday and Saturday).

### **Laundry**

Collection, cleaning and redistribution of facility and residents' laundry. **Full-time**