



## OPEN POSITIONS APRIL 2017

**SEABURY** is a premier Life Plan Community located on 66 acres of beautiful Connecticut countryside. We have a comprehensive continuum of care and services that include Independent Living, Assisted Living, Skilled Nursing, Rehabilitation Services, a Home Health Agency, and a Wellness Clinic. An excellent benefit package is available for employees who work 32 hours or more per week.

### CULINARY

**Dining Room Supervisor:** This key leadership position is responsible for the management of the assigned dining services program. The Supervisor assures that residents and guests have an enjoyable dining experience while adhering to strict quality and customer service standards. A high school diploma or equivalent is required; an Associates degree is preferred. Must be able to effectively communicate with residents and staff, and must be computer literate. Fine dining experience preferred; healthcare dining experience a plus. This is a full-time position which requires the ability to flex hours to cover day and evening shifts as well as weekend hours.

**Server/Wait Staff:** Responsible for accurate operation of point of sale system and assisting with table service. Assist with overall operation of the culinary services. Strong math aptitude and excellent customer service skills. Must be available to work during the day; availability to work weekends is also required. ServSafe® certification is a plus. This is a part-time position working approximately 25 hours per week.

#### **Server, Meadows Dining Room**

This part-time opportunity will assist in table service in our Memory Support Center. Requirements include preparing the dining room for service and clearing after meals; serving residents and being attentive to resident needs during meals; assist in managing stocked food and paper goods. Excellent customer service orientation is a must. Availability from 2:30 – 6:30 is required, and weekend availability is mandatory. This is a part-time position approximately 12 – 16 hours weekly.

### HEALTH SERVICES LEADERSHIP

**Assistant Director of Nursing, Skilled Nursing (ADNS):** *Open due to promotion! Please see position details in separate posting.*

**Assistant Supervisor of Assisted Living Services (RN, Clinic):** This position is the designated alternate Assisted Living Supervisor (SALSA) and assumes all SALSA responsibilities in the absence of the SALSA. Incumbent will coordinate, plan, execute and assess nursing care for residents in the Views Assisted Living, Wellness Clinic and Independent Living at Seabury. Requirements include: valid Connecticut RN license; 1+ year experience in homecare and assisted living services with the senior population; working knowledge and understanding of Assisted Living Services regulations.

### HEALTH SERVICES DIRECT CARE

**CNA Hospitality Ambassador:** This is a highly customer service oriented position that focuses on exceeding the expectations of new residents and their families upon admittance to Seabury's Health Center. The Hospitality Ambassador answers inquires, provides assistance, and assures all resident needs are met. In addition, this position is a floating CNA who may assist team mates with ADL duties, activity transport, and

other CNA duties as required. A valid CNA license and 1+ years experience in long term care is required. This is a part-time position working 4:00 pm – 8:00 pm, flexible days.

**CNA Transportation Aide:** The transportation aide provides companionship and supportive services to residents by accompanying them to various appointments throughout the day. Transportation is provided by the Seabury transportation team in Seabury vehicles. This per diem opportunity requires a valid CNA license and a minimum of 1 year experience.

**Registered Nurse (RN) Opportunities:**

Part Time, Every-other Weekend, 7:00 am – 3:30pm – Skilled Nursing Facility (SNF)

Per Diem, All Shifts – Assisted Living, Memory Care

Per Diem, All Shifts – Home Care

Seabury Nurses are committed to providing person-centered direct nursing care to Seabury members. In addition, strong leadership qualities are desired as nurses provide supervision to the Certified Nursing Assistant (CNA) staff. A valid Connecticut RN license required and minimum of 1 year's experience, preferably in a skilled nursing facility (SNF) setting and/or Home Care Agency. Familiarity with Federal, State and SNF regulations required. BSN is preferred.

**MARKETING**

**Marketing Associate:** This full-time opportunity supports the marketing team efforts by providing property tours, cultivating prospective applicants, and managing the clerical responsibilities for the marketing department. The ideal candidate will be: proficient in Microsoft Office suite; experienced in business writing, editing and proofreading; hold a college degree; and have strong interpersonal and communication skills with an emphasis on outstanding customer service abilities. Experience with the older population is a strong plus.

**INTERNAL APPLICANTS:** Please obtain an internal posting form from Human Resources and submit with resume.

**EXTERNAL APPLICANTS:** Please visit our website to download an employment application and submit with resume, if available to:

Marie Malinosky  
Human Resources Generalist  
Seabury  
200 Seabury Drive  
Bloomfield, CT 06002  
[mariemalinosky@seaburylife.org](mailto:mariemalinosky@seaburylife.org)