



December 2017
Updated!

SEABURY is Revolutionizing the Experience of Aging!

Seabury employees are passionate about providing outstanding customer service and are committed to exceptional resident care. We live our Mission everyday: "Seabury Enhances Lives."

We are seeking world-class applicants for the following opportunities. Please send in a resume and/or cover letter telling us why you should be our newest Seabury Ambassador! Seabury employees have the benefit of being part of a dynamic organization that is moving into the future at an exciting pace. Employees are empowered and encouraged to develop their professional identity and enjoy the resources of a community committed to excellence.

ADMINISTRATIVE

Administrative Assistant/Receptionist: Responsibilities include answering incoming calls and greeting visitors as they arrive, receiving/sorting mail, preparing admission charts and obtaining medical paperwork, data entry of confidential resident information and other office responsibilities. Outstanding customer service orientation, warm and professional demeanor, and strong technical/clerical skills are necessary. A minimum of 1 year experience is required. This is a full-time (40 hours) position working 8:30 – 5:00 Monday – Friday.

Marketing Coordinator: Key responsibilities for this high-visibility role include preparing marketing materials, responding to requests for program information, management of Website and social media content, coordinating and attending special events on and off campus, and preparing status reports on marketing efforts. Requirements are an exemplary customer service orientation and professional demeanor, Bachelor's degree in Marketing or related field, 1+ years in similar role and knowledge of Life Plan Communities is a strong plus. This is a full-time (40 hours) position working 8:30 – 5:00 Monday – Friday.

CULINARY

Cook (Bistro) – Two Opportunities: Key responsibilities for the Bistro Cook are to maintain efficient and sanitary methods in all phases of the food preparation process, accurately follow recipe instructions to prepare daily menu items, and work closely with Chef and Executive Sous Chef to create new specials for the Main Dining Room and the Bistro. The position requires a high school diploma or equivalent education; 1+ year culinary experience, preferably in a health care setting or a fast-paced open kitchen restaurant; 6+ months of food preparation/cooking experience; ServeSafe® Certification and culinary education are preferred. There are two full-time opportunities (40 hours) Monday – Friday with an every-other weekend requirement. Each shift is eight hours in duration and will vary between the hours of 9:30am – 8:30 pm.

Server/Wait Staff: The key responsibility of our Servers is to provide a five-star fine dining experience to all Seabury residents in the assigned dining venue. Requirements include an excellent customer service orientation, strong attention to detail, accurate order taking and a commitment to teamwork. Must be available to work during the day and weekend hours are required. ServSafe® certification is a plus. This is a part-time position working approximately 25 hours per week.

FACILITIES / ENVIRONMENTAL SERVICES

Housekeeper (Four Opportunities): Key responsibilities include maintenance of resident, staff and common areas in a clean, sanitary, safe and attractive manner. Daily tasks include vacuuming carpets, dusting surfaces, washing walls and windows, emptying trash bins and general housekeeping duties. Cross training in the Laundry area will be required. These are full-time opportunities Monday – Friday, 7:00 am – 3:30 pm with rotational weekends required.

Laundry Attendant: Key responsibilities for the laundry staff are to clean all soiled linens from various departments within the Seabury community. Strict adherence to universal precautions is required when handling certain soiled items. Daily tasks include laundry pick-up and sorting, washing, and distributing of cleaned linens. This is a full-time position Monday – Friday from 3:00pm – 11:30pm.

Maintenance Technician I: As a part of our facilities team, maintenance employees are responsible for the general upkeep of the campus. We are seeking a team player who enjoys working both inside and outside in all weather. Inside responsibilities include basic carpentry, plumbing and electrical work, ability to use small hand tools and perform general appliance repair. Outside responsibilities include lawn

maintenance and snow removal. A valid Connecticut driver's license is required. This is a full-time opportunity Monday – Friday with a weekend rotational requirement. The working shift will be 7:00am – 3:30pm.

HEALTH SERVICES DIRECT CARE

Certified Nurses Aides (CNA) and Home Health Aide (HHA): Our nursing aides provide exceptional person-centered care to our residents and to our members within the greater Hartford-county community. We are seeking applicants who have a strong commitment to providing compassionate and kind care, and who get true satisfaction from taking care of others. Requirements include a minimum of 6 months experience, a valid Connecticut CNA license, and a strong customer-service focus. In addition, Home Health Aides must also have a valid Connecticut CNA license. We have a variety of part-time and per diem opportunities available on various shifts. **We now have openings for Home Health Aide's in our New Haven office!**

Registered Nurses (RN): Seabury Nurses are committed to providing compassionate person-centered care to empower Seabury residents and members by improving their health. We seek applicants who are interested in senior care and who have a passionate belief in supporting a joyful and engaged aging process. Requirements include a valid Connecticut RN license and minimum of 1 year of experience. In return, our nurses enjoy strong support from the nursing leadership team who provide hands-on assistance when needed.

- Short-Term Rehab: Full Time, 3:00pm – 11:30pm
- Wellness Clinic/Assisted Living Support (2 Oppty): Part-Time, every-other weekend (Saturday and Sunday), 9:00am – 5:00pm
- Home Care: Part-Time and On-Call (telephonic and in-person visits if patient care is required)
- Memory Care Support: Per Diem

HUMAN RESOURCES

Jr. Human Resources Generalist: Seabury's HR team is responsible for providing outstanding service to our internal clients throughout the organization. We are seeking a positive and warm professional to help the HR staff in meeting the needs of our employees. A minimum of 1 year previous HR experience is necessary in the areas of administrative support and talent acquisition. Incumbent will be responsible for talent acquisition in one or more targeted areas. This is a full time opportunity to join a close and friendly team! The work schedule is Monday – Friday, 8:30am – 5:00pm.

SECURITY

Security Officer (Four Opportunities): Our Security Officers are responsible for the safety and security of all people on Seabury property. They are the first to respond to a call for assistance and provide calm and supportive help whenever needed. Requirements to be an Officer include outstanding customer service orientation, strong communication skills, sensitivity to the senior population, CPR, first aid, a valid CT Driver's license and a current Guard Card. Minimum of 3+ years' experience in security or public emergency services required. These are part-time opportunities working every-other weekend. The working hours are 7:00am – 3:00pm. Full time openings are anticipated as our community grows!

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
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Who We Are: 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 includes Independent Living, Assisted Living, Skilled Nursing, Rehabilitation Services, a Home Health Agency, and Wellness Clinic. In addition, we offer Seabury At Home, an innovative, home-based life care program designed for individuals who prefer to age in place in their own home. As a free standing not-for-profit Life Plan Community, Seabury is committed to providing excellence in health care, services, and accommodations with an emphasis on a "Wellness for Life" philosophy for both residents and staff.

What We Do: Seabury employees are passionate about providing 5-Star customer service and are committed to exceptional resident care. We live our Operating Mission everyday by “Empowering people to be actively engaged and live fully with passion.”

What We Offer: Seabury employees have the benefit of being part of a dynamic organization that is moving into the future at an exciting pace. Employees are empowered and encouraged to develop their professional identity and enjoy the resources of a community committed to excellence.

An excellent benefit package is available for employees who work 32 hours or more per week. Benefits include premium medical and dental insurance with generous company paid premium, vision coverage, a 403B retirement benefit with considerable company matching, a free on-site fitness center, free on-campus parking, paid holidays, vacation and personal time off, an outstanding company culture that encourages creativity and problem solving, and much more.

Seabury is conveniently located between Springfield and Hartford, five minutes off Interstate 91. Our employees enjoy highly competitive salaries and outstanding benefits as well as the knowledge that they work in a community that has consistently been cited as number one of its kind in the region. On site amenities available to staff include: pool, fitness center, massage, bistro, and free secure parking.