

**Asbury Communities, Inc.**

***Inverness Village***

Human Resources Department

Position Openings Dated: **February 12, 2010**

**Asbury Associates applying for an internal position must have:**

- Minimum 6 months service in your present position
- Good record of attendance and punctuality
- No recent disciplinary action (1 year)
- Strong performance record

<b>JOB TITLE</b>	<b>JOB CRITERIA</b>	<b>POST DATE</b>	<b>SHIFT TIMES</b>	<b>STATUS</b>	<b>#</b>	<b>DEPT/LOCATION</b>
Security/EMT	<p><b>RESPONSIBILITIES:</b> Respond to emergency calls; conduct rounds of community to ensure safety and security of residents and staff; provide general information to residents and visitors.</p> <p><b>REQUIREMENTS:</b> Basic EMT required</p>	2/12/10	Su-Sa; 11:00p-7:00a	Full Time/Part Time	2-3	Protective Services
Assistant Director of Nursing	<p><b>JOB RESPONSIBILITIES:</b> This position is responsible for the day-to-day supervision and direction of direct care staff in our Skilled Nursing area.</p> <p><b>REQUIREMENTS:</b> Requires current LPN or RN license; strong leadership/management skills and experience; Long Term Care/Skilled Nursing experience required; familiarity with state and federal regulations for Long Term Care.</p>	2/12/10	M-F; 8:00-5:00	Full Time	1	Skilled Nursing
Social Services Coordinator	<p><b>RESPONSIBILITIES:</b> This position is responsible for partnering with residents, family and staff to ensure that resident care needs are met. Coordinates Discharge process for residents who are preparing to leave.</p> <p><b>REQUIREMENTS:</b> Position requires Bachelors degree in Social Services or health related field, Masters preferred. Strong customer service skills required.</p>	2/12/10	M-F; 8:00-5:00	Full Time	1	Skilled Nursing

**Asbury Communities, Inc.**  
***Inverness Village***  
**Human Resources Department**

<b>JOB TITLE</b>	<b>JOB CRITERIA</b>	<b>POST DATE</b>	<b>SHIFT TIMES</b>	<b>STATUS</b>	<b>#</b>	<b>DEPT/LOCATION</b>
Activities (HealthAbility) Coordinator	<p><b>RESPONSIBILITIES:</b>            Ensure purposeful programming opportunities in all dimensions of wellness are presented to our Independent Living residents. Partners with other departments to develop a robust slate of events.</p> <p><b>REQUIREMENTS:</b>            BS or BA in Therapeutic Recreation or related field, or equivalent experience through volunteer work, internship or paid experience – preferably with geriatric residents.</p>	2/12/10	M-F; 8:00-5:00	Full Time	1	Wellness
CNA	<p>1 year experience as a Certified Nursing Assistant. High School Diploma or equivalent. Must maintain a valid State of Oklahoma Long Term Care certification, CPR and First Aid certifications.</p>	01/01/10	Varies	PRN		Skilled Nursing & Assisted Living
CMA	<p>1 year experience as a Certified Geriatric Nursing Assistant. High School Diploma or equivalent. Must maintain valid State of Oklahoma Medicine Aide certification, State of Oklahoma Long Term Care certification and First Aide and CPR certified.</p>	01/01/10	Varies	PRN		Skilled Nursing & Assisted Living
LPN	<p>1 to 2 years experience in Medical/Surgical, Rehab, Geriatric or Long Term Care. High School Diploma or equivalent. Current Oklahoma LPN certification and Current First Aide and CPR certification.</p>	01/01/10	Varies	PRN		Skilled Nursing & Assisted Living
RN	<p>1 to 2 years experience in Medical/Surgical, Rehab, Geriatric or Long Term Care. High School Diploma or equivalent. Current Oklahoma RN certification and Current First Aide and CPR certification.</p>	9/22/09	Varies	PRN		Skilled Nursing & Assisted Living