

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

## **ASBURY METHODIST VILLAGE JOB POSTING**

**8/31/10**

***If you are interested in a position, please inquire in the Human Resources Office. EOE***

Asbury Associates applying for a position must have: 1) Minimum of 6 months service in present position, 2) Good attendance record, 3) No prior disciplinary action (1 year), and 4) Good performance record. Please complete an Internal Application or inquiry in Human Resources. Employee referral bonus offered for referrals that are hired. Associates first & last name must be on the applicant's application. \*Certain requirements apply.

<b>Careers in Nursing</b>						
<b>JOB TITLE</b>	<b>JOB CRITERIA</b>	<b>POST DATE</b>	<b>SHIFT TIMES</b>	<b>Number of openings avail.</b>	<b>HOURS</b>	<b>LOCATION</b>
<b>MDS Care Plan Coordinator</b>	Coordinates the development & completion of MDSs, RAPS, in accordance with facility policy, state and federal regs. & Prospective Payment Systems. Coord. the dev. of a written comprehensive plan of care for each resident. Reviews all staff documentation to assure that it supports the RUGs category that the resident qualifies for. Enters ICD-9 codes. Min. 3 yrs. exp in a geriatric nursing environment. 2 yrs. having worked with MDS.	6/14/10	Office	1	FT	<b>WHCC</b>
<b>Caregiver Charge Nurse, LPN</b>	Provides direct nursing care to the residents. Assists w/ the day-to-day nursing activities performed by the Certified Medicine Aides and Nursing Assistants. Ensures that the highest degree of quality care is maintained at all times. <b><u>MUST have LPN license in the state of MD. &amp; minimum 1 yr. exp.</u></b> Experience working with geriatric population & rehab is preferred.	8/31/10	6:45 am – 3:15 pm	1	FT	<b>Kindley Assisted Living</b>

# = number of positions open

**If you are interested in a position, please contact Human Resources at (Enter local phone number). EOE  
Send resumes or apply in person to: 201 Russell Ave. Gaithersburg, MD 20877**

<b>GNA</b>	One yr. of LTC experience pref. This position provides services for our residents to assist them in the activities of daily living. Requires: <b>state license w. G.N.A.</b> , Min. 1 year of experience, strong interpersonal & communication skills, ability to lift 50 pounds, and must be able to interact well with residents, family and staff.	8/31/10	6:45 am – 3:15 pm  2:45pm – 11:15pm	2  2	FLOAT (part time).4 And 1 every other weekend.  2 every other weekend	<b>WHCC</b>
<b>Certified Medicine Aide</b>	Min. 1 year of exp. Provides medications for our residents Req. <b>state license w. C.M.A.</b> , Certified Medicine Aide. Strong interpersonal & communication skills, ability to lift 50 pounds, and must be able to interact well with residents, family and staff. <b>MUST HAVE EXPERIENCE PASSING MEDICATIONS TO PATIENTS.</b>	8/31/10	6:45 am – 3:15 pm	1	Full Time	<b>Kindly Assisted Living</b>

### Careers in Administration

<b>Secretary</b>	Provides admin. support to the Assisted Living office staff. Assists Office Mgr. in organizing & implementing the day-to-day functions of the facility, programs & activities. Maintains files, ensures all info posted in Asst. Living is current & correct. Processes phone requests. 3 yrs. secretarial exp. req. Computer skills & excellent customer service skills a must.	7/30/10	Flexible	1	PT 20 hrs. per week	<b>Kindly Assisted Living</b>
------------------	--	---------	----------	---	------------------------	-------------------------------

### Careers in Marketing

<b>Marketing and Sales Coordinator</b>	Processes all deposits, settlement deposits, maintains all deposit records. Preps and distributes reports using the REPS database. Organizes, processes, tracks & maintains records of billing, invoicing and expenses for Marketing Dept. Prepares promotional materials. Maintains commission sheets for the Dept. 2 yrs. min. exp in a marketing environment. Req. advanced experience w/ Microsoft Office. Must be self directed.	7/30/10	Office	1	Full Time	<b>Marketing Department</b>
--	---	---------	--------	---	-----------	-----------------------------

### Careers in Housekeeping

<b>House Tech Internal Candidates Only</b>	Req. min. 1 yr. exp as a House Tech, carpet cleaning, floor buffing, must be able to lift 50 lbs. Must be able to write and speak English. Must have an active driv. Lic. in state of MD.	8/31/10	Full Time (Includes every other weekend)	1	Full Time	<b>Kindley Assisted Living</b>
<b>Careers in Dining</b>						
<b>Cook</b>	Follow recipes and production sheets. Sets up steam tables. Follows counts designated on production sheets, preps desserts, diet trays, salads, cold plates, fruit plates, etc. Follows food safety regulations. Monitors leftovers. Assists cook as needed. Pref. 1 year kitchen/cook experience.	6/22/10	Various	1	Full Time	<b>417 Kitchen</b>
<b>Host/Hostess Internal Candidates Only</b>	Greets residents with enthusiasm and a smile. Answers phone in professional manner and provides excellent customer service at all times. Responds to all requests made by residents. Maintains thorough knowledge of all tables and their arrangements. Maintains fruit table and podium.	8/17/10	Evenings	1	32 hours per pay period	<b>417 Hefner Dining Room</b>
<b>Dining Room Captain</b>	Responsible for pantry & dining areas, serving food to residents. Dishwashing required. Must be able stand on feet or walk for entire shift & do repeated bending, lifting items up to 20 lbs. Strong communication skills required. Must be able to work weekends.	7/28/10	Various  3:30pm – 7:30 pm	1  3	Part Time 20 hrs. per week	<b>WHCC</b>
<b>Dining Room Attendant</b>	Serve residents in dining rooms, maintain cleanliness of dining areas – <b>STRONG</b> communication skills a must; ability to interact and respond positively with residents. Must be able to work on weekends (rotating shifts).	8/3/10	Various  3:30pm – 7:30 pm	2  3	Part Time 16 hrs. per week  Part Time 16 hrs. per week	<b>417 Dining Room</b>  <b>405 Dining Room</b>