

# Lakeview Village Job Openings

**Updated June 11, 2010**

Department	Position	Location	Employment Type	Days	Shift Time(s)	Summary Job Description
Health Care	C.N.A.	Centerpointe	Part-Time	Saturday and Sunday e/o week	5:45am to 615pm	Assist residents with Activities of Daily Living, such as feeding, bathing, dressing, and transporting. Provides companionship and an exceptional level of care. KS C.N.A. required. Other miscellaneous duties as assigned.
Health Care	C.N.A.	Centerpointe	Full-Time	e/o Monday and Thursday and e/o Saturday and Sunday	2pm to 6:15am	Assist residents with Activities of Daily Living, such as feeding, bathing, dressing, and transporting. Provides companionship and an exceptional level of care. KS C.N.A. required. Other miscellaneous duties as assigned.
Health Care	C.N.A.	Centerpointe	Full-Time	Monday-Friday + e/o weekend	6:30am to 2:45pm	Assist residents with Activities of Daily Living, such as feeding, bathing, dressing, and transporting. Provides companionship and an exceptional level of care. KS C.N.A. required. Other miscellaneous duties as assigned.
Health Care	C.N.A.	Centerpointe	Full-Time	Friday-Monday	6:00am to 2:15pm and 6:00am to 6:30pm	Assist residents with Activities of Daily Living, such as feeding, bathing, dressing, and transporting. Provides companionship and an exceptional level of care. KS C.N.A. required. Other miscellaneous duties as assigned.
Health Care	RN/LPN	Centerpointe	Full-Time	Saturday and Sunday e/o week	5:45pm to 6:15am	
Village Care	Home Health Aide	Campus	Full-Time	Monday-Friday (32 hours a week)	8:00am to 4:30pm	Assist residents with Activities of Daily Living, such as feeding, bathing, dressing. Provides companionship and an exceptional level of care. KS HHA required. Other miscellaneous duties as assigned.
Housekeeping	Housekeeper	Campus	Full-Time	Monday-Friday (rotating Saturdays)	8am to 4:30pm	Maintain assigned areas in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures, and as directed by your supervisor, to assure that the highest degree of cleanliness and sanitation is maintained at all times.
Housekeeping	Lead Housekeeper	Campus	Full-Time	Monday-Friday	8am to 4:30pm	Receive and follow team cleaning schedule and instructions from supervisor. Assure that team members follow established timelines for work schedule. Reassign team members as needed to complete job assignments. Drive Lakeview van when needed to transport staff, supplies etc. (Valid Drivers license with good driving record.) Maintain assigned areas in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures. To assure that the highest degree of cleanliness and sanitation is maintained at all times in the group's assigned area.
Housekeeping	Laundry Worker	Campus	Full-Time	Monday-Friday	10am to 6:30pm	Provide laundry services to residents and other departments in an efficient and timely manner. Responsibilities include collecting soiled laundry, as well as separating, folding, stack (hang/bag where required) and deliver to respective areas.
Information Systems	Systems Administrator Assistant	Campus	Full-Time	Monday-Friday	8am to 4:30pm	Performs, modifies, and trouble-shoots hardware and software issues for Lakeview's personal computers, servers, telephone system and overall IS network. Strong technical knowledge of computers, networks, printers and wiring. Working knowledge of Microsoft operating systems (XP/Vista/7); proficiency in Microsoft Office Suite and Server products like SQL, Exchange, and Backup Exec
Dining Services	Cook	Campus	Full-Time	Varies	Varies	Preparation of all food products for meals to the residents of Lakeview. Must have a working knowledge of HACCP and OSHA protocols Three (3) years of cooking experience preferred.
Dining Services	Host	Campus	Part-Time	Varies	Varies	Greet guest and show them to their seats in the dining room. Assist with serving food and drinks. Clean and re-set tables. Must be available to work 12 hours per week, including 2 Sundays per month. Performs other duties as assigned.
Dining Services	Server	Campus	Part-Time	Varies	Mon - Sat (4:30 - 8:00), Sun (11am to 3:00pm)	Provides and ensures exceptional dining experience for Independent Living Residents. Will serve food, clean and re-set tables. Must be available to work 12 hours per week, including 2 Sundays per month. Performs other duties as assigned.

## Eastside Terrace

Department	Position	Location	Employment Type	Days	Shift Time(s)	Anticipated Start Date
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Health Care	Certified Medication Aide	Assisted Living	Part-time	e/o Saturday and Sunday and e/o Monday and Friday	6:00am to 2:30pm	Start date 6/28/2010
Health Care	LPN - IV Certified	Eastside Terrace/Short-stay Rehab	Full-Time	Monday - Friday and every other weekend 32 hours	2:00 pm - 10:30 pm	Start date 6/28/2010
Health Care	Certified Nurse Aide	Eastside Terrace/Short-stay Rehab	Full-Time	Monday-Friday and every other weekend	2:00pm to 10:15pm	Start date 6/28/2010
Health Care	Homemaker (Universal Worker)	Eastside Terrace/Short-stay Rehab	Full-Time	Sunday-Thursday	6:00 am - 2:30 pm	Start date 6/28/2010
Health Care	Homemaker (Universal Worker)	Eastside Terrace/Short-stay Rehab	Full-Time	Friday-Monday	6:00 am - 2:30 pm	Start date 6/28/2010
Community Center	Counter Attendant-Bistro	Eastside Terrace	Part-time	Monday - Friday	10:30 am - 2:30 pm	Start date 6/28/2010
Health Care	Cooks	Eastside Terrace/Assisted Living/Short-stay rehab	Full-time	Varies	8 or 10 hours shifts available	Start date 6/28/2010

**We are also hiring for PRN(As Needed) positions in the following areas: Cooks, RN, LPN, CNA, and CMA. Shifts are as needed.**

**If you are interested or know someone who is, please contact Sherri Bennett, Recruiting Coordinator, at (913) 744-2407, fax (913) 322-6516 or E-mail: [careers@lakeviewvillage.org](mailto:careers@lakeviewvillage.org). Please see Human Resources if you require assistance with completing your employment application. Thank you. EOE**