

CAREER OPPORTUNITIES

Internal candidates interested in a position may obtain a Job Opportunity Application from the Receptionist at the HRC or Heritage House.

HEALTH AND REHABILITATION CENTER

Job Title	Schedule	Description	Posting/Date
Director of Human Resources	Full-Time 8:30a-5p Monday-Friday And as needed	Direct and coordinate the administration of HR policies, programs and practices to assure compliance of pertinent organization policies and procedures and all State and Federal requirements. Bachelor's Degree in HR or Business along with 8-10 years' experience in all areas of HR. Strong interpersonal and communication skills required. SHRM-CP or SHRM-SCP certification is preferred.	2065 03/14/2024
RN/LPN Position D02	Full-Time 7a-7p 3 days per week that includes EOW	Must have current RN/LPN licensure with the state of SC. Utilize professional nursing knowledge and skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2079 04/16/2024
RN/LPN Position D05	Full-Time 7a-7p 3 days per week that includes EOW	Must have current RN/LPN licensure with the state of SC. Utilize professional nursing knowledge and skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2064 02/28/2024
RN/LPN Position N13	Full-Time 7p-7a 3 days per week that includes EOW	Must have current RN/LPN licensure with the state of SC. Utilize professional nursing knowledge and skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2080 04/16/2024
RN/LPN Position PT1 Position PT2	Part-Time 7p-11p Monday, Wednesday, Friday & EOW	Must have current RN/LPN licensure with the state of SC. Utilize professional nursing knowledge & skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2081 04/16/2024
RN/LPN Position PT5	Part-Time 7p-11p Tuesday, Thursday & EOW	Must have current LPN licensure with the state of SC. Utilize professional nursing knowledge & skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2038 01/12/2024
RN/LPN	PRN Variable Days/Hours	Must have current RN/LPN licensure with the state of SC. Utilize professional nursing knowledge and skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents.	2007 10/20/2023
CNA Position 14 & 22	Full-Time 7a-7p 3 days per week That includes EOW	Current CNA certification with the state of SC; Contributes to the basic care activities for the personal needs & comfort of the residents; Responsible for assisting residents with activities of daily living & performing nursing tasks delegated by licensed nursing staff.	2082 04/16/2024
CNA Position 28 & 35	Full-Time 7p-7a 3 days per week That includes EOW	Current CNA certification with the state of SC; Contributes to the basic care activities for the personal needs & comfort of the residents; Responsible for assisting residents with activities of daily living & performing nursing tasks delegated by licensed nursing staff.	2068 03/14/2024
Housekeeper	Full-Time 7a-3:30p Variable Days	Provides all services related to the housekeeping activities of assigned facilities to assure an attractive and pleasant environment for all residents. Must be able to lift up to 25 lbs. and push heavy equipment at one-hour intervals without a rest. Must be able to perform manual labor. Six months related work experience preferred.	2083 04/16/2024
Laundry Aide	Full-Time 7a-3:30p Variable Days	Provides all services related to the laundering activities of assigned facilities to assure an attractive and pleasant environment for all residents. Must be able to lift up to 50 lbs. and push heavy equipment at one-hour intervals without a rest. Must be able to perform manual and sometimes strenuous labor. Six months related work experience preferred.	2084 04/16/2024
ASSISTED LIVING			
Job Title	Schedule	Description	Posting/Date
CNA Position 16	Full-Time 7p-7a Variable Days	Current CNA certification with the state of SC; Contributes to the basic care activities for the personal needs & comfort of the residents; Responsible for assisting residents with activities of daily living, performing nursing tasks delegated by licensed nursing staff & caring for resident's pets when assigned.	2085 04/24/2024
HOME HEALTH			
Job Title	Schedule	Description	Posting/Date
		NO OPEN POSITIONS AT THIS TIME	
INDEPENDENT LIVING			
Job Title	Schedule	Description	Posting/Date
Accounting Manager/Controller	Full-Time 8:30-5p Monday-Friday	Responsible for & supervises A/R, A/P, payroll, fixed assets, & cash management for Independent Living, Assisted Living & Home Health. Associate Degree in Accounting or related field. Minimum of 2-3 years' experience preferred.	2077 03/25/2024
AR Coordinator	Full-Time 8:30a-5p Monday-Friday	Responsible for recording and tracking of fixed assets; processing Accounts Receivable for Independent Living, Assisted Living and Home Health residents. Serves as a backup for Accounts Payable. Associates Degree in an accounting field or related degree with 2-3 years' accounting experience. Must be detail oriented, able to meet deadlines, organized in work and able to complete tasks independently.	2071 03/14/2024
Janitor	Full-Time - 7a-3:30p & Part-Time Variable Days	Performs diversified cleaning activities in order to keep assigned residential & common areas clean & orderly. Handles heavy or difficult cleaning assignments that require moving equipment, standing on a ladder or holding equipment in order to clean. Assists the Maintenance Technicians in performing maintenance & preventative activities. Must be able to lift up to 50 lbs. & perform manual sometimes strenuous labor. Must be able to understand & communicate in the English language. Must have Valid SC Driver's license.	2086 04/16/2024
Housekeeping	Full-Time Floater Variable Days/Hours	Provides all services related to housekeeping activities of facilities to assure an attractive and pleasant environment. Must be able to lift up to 25 lbs. and push heavy equipment at one-hour intervals without a rest. Must be able to perform manual labor and may interact with resident's pets. Must have transportation to be able to get from location to location. Previous experience preferred.	2058 02/13/2024
Cook	PRN Variable Days/Hours	Performs diversified baking activities and dining room duties to ensure all residents & guests receive a nutritious & savory meal on schedule. Handles food baking duties as directed. Previous institutional or restaurant baking experience is preferred.	2059 02/13/2024
Server	PRN Variable Days/Hours	Performs diversified kitchen activities & dining room duties to ensure nutritious & savory meals.	2073 03/14/2024
Steward	Part-Time & PRN Variable Days/Hours	Performs dishwashing activities; must be able to stand one-two hour periods, lift up to 25 pounds; six months related experience preferred.	2087 04/16/2024

Don't forget to utilize our Employee Referral Program!

Per policy 800.18, Employee Referral Form must be completed and approved prior to the referred employee being hired