

## 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
HR Generalist	Full-Time 8:30a – 5:00p Monday - Friday	Responsible for leading and directing the routine functions of the HR department. Responsibilities include the daily oversight of hiring, interviewing staff, onboarding, benefits administration, ACA, FMLA and the consistent enforcement of company policies and practices to ensure compliance with all local, state and federal regulations. Bachelor of Science in HR, Business or related field required with a minimum of 3 years HR and benefits management experience. SHRM-CP is highly desired.	1737 06/08/2022
Health Services Manager	8:30a – 5:00p Monday – Friday Management on-call	Must have current RN licensure with the state of SC. Utilize professional nursing knowledge & skills. Ensure safe implementation of basic therapeutic & rehabilitative nursing care of assigned residents. Responsible for directly managing all CNAs under the supervision of the Director of Nursing, responsible the oversight of the CNA Mentor for orientation & training of all new and current CNAs to ensure proper education and compliance is maintained. Experience in long-term care or medical field. Must be familiar with DHEC state & federal requirements.	1732 06/02/2022
RN/LPN Position D04, D06, D08 & D09	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.	1707 03/28/2022
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.	1664 12/29/2021
RN/LPN Position PT5	Part-Time 7p-11p Tuesday & Thursday & 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.	1689 02/18/2022
CNA Position 03, 05, 09, 11, 20, 21, 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.	1744 06/27/2022
CNA Position 24, 27, 30, 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.	1745 06/27/2022
Cook	Full-Time 5:15a – 1:15p Variable Days	Performs diversified kitchen & dining room duties to assure all Wesley Commons residents & guests receive a nutritious & savory meal on schedule. Must be able to stand for one-two hour periods to prepare & serve food. Must be able to lift up to 25 lbs. Must maintain a professional & courteous attitude towards residents and staff. One year related institutional or restaurant cooking experience. Three months on the job experience preferred.	1746 06/27/2022
ASSISTED LIVING			
Job Title	Schedule	Description	Posting/Date
CNA Position 22, 23 & 26	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 and 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.	1742 06/17/2022
Server	Full-Time 11a-7p Variable Days	Performs diversified kitchen activities and dining room duties to ensure nutritious and savory meals.	1747 6/27/2022
HOME HEALTH			
Job Title	Schedule	Description	Posting/Date
Home Based Caregiver	Part-Time Variable days/hours	Contributes to the basic care activities for the personal needs and comfort of the residents; Responsible for assisting residents with activities of daily living, performing tasks delegated by licensed nursing staff & caring for resident's pets when assigned.	1738 06/08/2022
INDEPENDENT LIVING			
Job Title	Schedule	Description	Posting/Date
Lead Server	Full-Time Variable days/hours	Provides oversight and assistance with the Culinary Department's Café' food service operations. Must be able to stand for over two-hour periods to prepare and serve food. Must be able to lift 50 lbs. High school diploma or equivalent plus 1-2 years' experience in the food/beverage/restaurant industry required.	1735 06/02/2022
Lead Housekeeper	Full-Time 8a-4:30p Monday-Friday	Provides all services related to the housekeeping activities of assigned facilities to assure an attractive and pleasant environment for all residents. Serves as the contact for Housekeeping employees in Independent Living and gives instructions as needed. Assists in covering the work schedule for housekeepers. Promotes proper techniques and proper chemical usage. Assists with ordering supplies, conducting supply inventories and delivery as needed. Responsible for communicating concerns, needs and any necessary information for Independent Living to the Housekeeping Manager. 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. Previous leadership experience is preferred.	1684 02/07/2022
Housekeeper	Full-Time 8a-4:30p Monday - Friday	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.	1653 12/03/2021

**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\*\*\*