

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

**CURRENT OPENINGS**  
**As of: July 20, 2010**

<b>Asbury Associates applying for an internal position must have:</b> <ul style="list-style-type: none"> <li>• Minimum 6 months service in your present position</li> <li>• Good record of attendance and punctuality</li> <li>• No recent disciplinary action (1 year)</li> <li>• Strong performance record</li> </ul>	.2 = Every other weekend (16 hrs/bi-weekly) .4 = Every other weekend + 1 day per week (32 hrs/bi-weekly) .6 = Every other weekend + 2 days per week (48 hrs/bi-weekly) .8 = Every other weekend + 3 days per week (64 hrs/bi-weekly) PRN = Substitute/On-Call
---	---

JOB TITLE	JOB CRITERIA	POST DATE	SHIFT TIMES	STATUS	#	DEPT/LOCATION
Receptionist	Qualified candidates must have a minimum of one (1) year experience as a Receptionist or related office experience. Two positions available: <ul style="list-style-type: none"> <li>• Part Time, 2<sup>nd</sup> shift (benefits eligible), 64 hours every two weeks, schedule will entail working every other weekend &amp; holiday.</li> <li>• Part Time, 1<sup>st</sup> shift, 16 hours every two weeks, every other Sat &amp; Sun only</li> </ul>	7/16/10	2:45PM – 11:15PM (64 hours every two weeks)  6:45AM – 3:15PM (every other Sat & Sun only)	PT          PT	1          1	Administration

*# = number of positions open*  
**Send resumes or apply in person to: 325 Wesley Drive Mechanicsburg, PA 17055**  
**or email to [bvjobs@asbury.org](mailto:bvjobs@asbury.org)**  
**EOE**

<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>
Companion	Opportunities available for Companions to join our Select Services team. Will work on an "as needed" basis (PRN). Evening & weekend hours available. Services may include: companionship, transportation, pet care, shopping & other errands and assistance with meals. Must have a HS Diploma or GED, CPR certification & valid PA Driver's License. Previous experience working as a companion or caregiver with the senior population preferred.	7/16/10	Evenings & weekends	PRN	2	Resident Health Services
Driver	Opportunity for a substitute/on-call Driver. Responsibilities include transporting our residents to and from activities/outings. We are seeking candidates that are flexible and willing to fill in on an "as needed" basis (approximately 3-4 outings per month). Qualified candidates must have a minimum of one (1) year experience as a commercial or shuttle driver. Commercial Driver's License (CDL) with passenger endorsement required. HS Diploma or GED also required.	7/7/10	Varies (Weekdays, evenings and some weekends)	PRN	1	Resident Life & Facilities
Lifeguard	Part Time position includes Tues & Thurs 1-6:30PM, Sat 9-2PM plus additional hours possible. Must have current Lifeguard & CPR certifications. Experience with aquatics instruction a plus.	7/7/10	Varies	PT	1	Wellness Center

<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>
Admissions Coordinator	Responsibilities include coordination of the move process, preparation of marketing and daily census reports, and maintenance of the customer database. Additionally, this role will work with the marketing team to successfully plan, organize, and conduct marketing events, tours, and other sales and marketing functions. Successful candidates should have a minimum of one (1) year of experience in long term care, preferably in an Admissions or Social Services capacity or related field with equivalent experience and be proficient with Microsoft Office products. Preferred candidates will have a Bachelor's degree in Social Services, Business, Gerontology, or other related field or equivalent experience.	7/7/10	Days (20 hours per week with flexibility to work up to 35 hours per week needed)	PT		Admissions
Dietary Aide	Responsibilities include dining room set-up, meal service, sanitation, dishwashing and customer service. Previous demonstrated success in food service or a senior living environment is a plus. NO EXPERIENCE NECESSARY! Every other weekend & holiday required.	7/1/10	4PM-8PM (PT) Varies (FT)	PT & FT	6	Dining Services
Resident Assistant	Responsibilities include providing residents with daily care and services. High school diploma or GED required. Candidates with at least one (1) year of experience working with older adults in a long term care setting or equivalent preferred.	7/1/10	PRN	PRN		Assisted Living
Certified Nursing Assistant (C.N.A.)	Responsibilities include providing residents with daily care and services. Must have a current Pennsylvania C.N.A. license.	7/1/10	2 <sup>nd</sup> shift - .4 3 <sup>rd</sup> shift - .4	PT	2	Skilled Nursing
LPN – Resident Services Supervisor	Responsibilities include supervising and directing care within our Assisted Living neighborhood. Minimum one (1) year experience in medical/surgical, rehab or geriatric nursing required. Additionally, candidates must be a licensed LPN in the state of Pennsylvania.	6/30/10	PRN	PRN		Assisted Living

JOB TITLE	JOB CRITERIA	POST DATE	SHIFT TIMES	STATUS	#	DEPT/LOCATION
RN Supervisor	Opportunity for a RN to help supervise and direct care within our Skilled Nursing senior living neighborhood. Requires three (3) years experience in medical/surgical, rehab, or geriatric nursing, including one (1) year experience as a Charge Nurse in geriatric care. Additionally, candidates must be a licensed RN in the state of Pennsylvania.	7/1/10	PRN	PRN		Skilled Nursing