

---

**Catholic Health, Buffalo, NY**

Open Interviews for RN's, PT's, HHA's. C.N.A's, PCA's - October 7

POSITION DETAILS

Full Time and Part Time

Associates Required

Bachelors Required

High school/GED Required

Position Description Open Interviews Home and Community Based Care RN's, PT's, HHA's. C.N.A's, PCA's October 7, 2016 12:30p - 3:30p Trott Access Center, 1001 11th Street, Niagara Falls, NY Bring your resume to interview or apply online prior to interviews - [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers)

Qualifications/Skills Various: RN License PT License HS/GED

Salary/Rate of Pay: DOE

Applicant Instructions: Bring your resume to interview or apply online prior to interviews - [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers)

Website: <http://www.chsbuffalo.org>

Organization Description: Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries.

---

**Roswell Park Cancer Institute, Buffalo, NY**

Position Title: Clinical Center Associate #4764

POSITION DETAILS

Full Time

Associate's Degree

Position Description The Clinical Center Associate performs clerical support functions in the Ambulatory Centers. The CCA will answer routine inquiries, schedule patient appointments, and ancillary testing; maintains and coordinate clinic schedules, manage co-pay collection process, enter data into EMR; assist patients and visitors, greet and check in patients; verify insurance information, act as a receptionist/handle phone calls, transcribe physician orders, schedule surgery for the surgical component of the service, participates in team or group work activities in the clinics, order supplies; and pick up, drop off, and distribute mail from the mail room. All duties will be performed with a professional and friendly demeanor.

Qualifications/Skills Applicants must have a Medical Office Assistant Associate's degree or an Associate's degree and the equivalent of one (1) year of full-time secretarial experience in a clinical setting requiring the use of medical terminology; or a High School diploma or G.E.D., completion of an RPCI-approved Medical Assistant certificate program and the equivalent of one (1) year of full-time secretarial experience in a clinical setting requiring the use of medical terminology; or a High School diploma or G.E.D. and the equivalent of two (2) years of full-time secretarial experience in a clinical setting requiring the use of medical terminology

Application Deadline: 2016-10-30

Salary/Rate of Pay: RPCI offers a competitive salary and comprehensive benefits package

Applicant Instructions: apply by referencing posting #4764 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

Website: <http://www.roswellpark.org>

Organization Description: Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

**The HomeCare Partners, Niagara Wheatfield, NY**

Position Title: Claims Billing Specialist

POSITION DETAILS

Full Time

Associates Required

Position Description Overview: Process member claims, and work with providers and/or members to resolve any claim issues ensuring timely payments. Key Responsibilities: Responsible for reviewing insurance claims and related documents in accordance

with the specifications of contract. Provide accurate and timely customer service support, regarding the status of medical claims, issues and concerns. Maintain strict confidentiality of information. Any other jobs deemed appropriate by the Finance department Promotion of and adherence to the elements of the corporate compliance program.

Qualifications/Skills Associates degree (or higher). Previous experience processing claims is a must. Must be knowledgeable in Medicaid billing. Strong analytical, interpersonal, and decision making skills are required. Strong organizational skills and the ability to work under pressure. Computer skills including familiarity with Microsoft Windows and Office products.

Application Deadline: 2016-10-31

Salary/Rate of Pay: commensurate based on experience

Applicant Instructions: apply by sending resume to careers@kaloshealth.org

Website: <http://www.kaloshealth.org>

Organization Description: Our Companies Helping to "Provide the Right Care, in the Right Place, at the Right Time". Niagara Hospice: Servicing Niagara County residents with a terminal disease. We can help no matter where the patient may reside with home care services, nursing home -hospice beds, hospitals and our magnificent Hospice House. Accredited and voted one of WNY's Best Places to Work for 2015! Check us out at: [www.niagarahospice.com](http://www.niagarahospice.com) Liberty Home Care: Servicing all of Western New York as a New York State Licensed Home Care Agency with staffing needs and retail medical equipment and oxygen needs. Visit our modern medical equipment store at 2424 Niagara Falls Blvd, Wheatfield NY to learn about how to "Age in Place" and avoid institutionalization. We offer many services to include Consumer Directed Personal Assistance, Palliative Care Consulting, Personal Care Aides, Respiratory Therapy-supplies and CPAP. [www.libertyhomecare.org](http://www.libertyhomecare.org) Kalos Health (MLTCP): A health care coordination program for chronically ill Medicaid enrollees servicing Niagara, Orleans,Chautauqua, Genesee and Erie Counties. Find out why Kalos Health-the local choice may be your best choice. [www.kaloshealth.org](http://www.kaloshealth.org) The HomeCare Partners, Inc.: A management support company providing administration for all related companies.

---

### **The HomeCare Partners, Niagara Wheatfield, NY**

Position Title: Data Analyst

#### POSITION DETAILS

Full Time

Bachelors Required

Position Description Data Analyst plays a critical role in providing accurate, tested, data to employees, management, and regulatory agencies in a timely fashion. A Data Analyst will respond to report requests, build queries, reports, and create other data reporting automation. They will work with the database vendors whenever assistance is required to perform the above tasks. The Data Analyst will be responsible for testing the results of their queries and Reports to prove data accuracy. Additionally, the Data Analyst will assist with other IT related tasks and projects as assigned.

Qualifications/Skills Specific Duties/Responsibilities/Knowledge Application: 1. Prepare and submit accurate reports to regulatory agencies, management, and others as requested by management. 2. Ensure timeliness and accuracy of reports. 3. Comply with due dates and resubmission requests. 4. Learn and understand the various databases used by our family of companies and the database table relationships therein. 5. Maintain a folder of tested queries for other IT staff to utilize. 6. Automate report distribution whenever possible. 7. Seek assistance from other staff and other resources when necessary. 8. Builds positive relationships with staff, and thus a positive IT Image. 9. Organizes data and keeps records, making special note of high priority and unresolved requests. 10. Seeks opportunities for process improvement, and brings them to management for review. 11. Promotes and adheres to the elements of the corporate compliance program, including HIPAA regulations. 12. Other duties as assigned.

Education Requirements: Undergraduate degree preferred, or equivalent experience. Professional background that demonstrates ability to interact with diverse populations or wide range of personnel. Three (3) year experience writing custom database queries/reports (preferred). Work/Skill/Experience: Must be able to maintain a professional decorum. Ability to convey technical information in easily understood terms. Must possess strong organizational and analytical skills. Strong interpersonal relationship skills. Licensure/Certification: not required

Application Deadline: 2016-10-31

Salary/Rate of Pay: commensurate with experience

Applicant Instructions: please send resumes to careers@kaloshealth.org

Website: <http://www.kaloshealth.org>

Organization Description: Our Companies Helping to "Provide the Right Care, in the Right Place, at the Right Time". Niagara Hospice: Servicing Niagara County residents with a terminal disease. We can help no matter where the patient may reside with home care services, nursing home -hospice beds, hospitals and our magnificent Hospice House. Accredited and voted one of WNY's Best Places to Work for 2015! Check us out at: [www.niagarahospice.com](http://www.niagarahospice.com) Liberty Home Care: Servicing all of Western New York as a New York State Licensed Home Care Agency with staffing needs and retail medical equipment and oxygen needs. Visit our modern medical equipment store at 2424 Niagara Falls Blvd, Wheatfield NY to learn about how to "Age in Place" and avoid institutionalization. We offer many services to include Consumer Directed Personal Assistance, Palliative Care Consulting, Personal Care Aides, Respiratory Therapy-supplies and CPAP. [www.libertyhomecare.org](http://www.libertyhomecare.org) Kalos Health (MLTCP): A health care coordination program for chronically ill Medicaid enrollees servicing Niagara, Orleans,Chautauqua, Genesee and Erie Counties. Find out why Kalos Health-the local choice

may be your best choice. [www.kaloshealth.org](http://www.kaloshealth.org) The HomeCare Partners, Inc.: A management support company providing administration for all related companies.

---

### **People Inc.**

**Position Title:** LPN

#### **POSITION DETAILS**

Full Time and Part Time

Certificate Required

**Position Description** As directed by the RN, assists with the monitoring and coordination of the delivery of health care services for individuals with developmental disabilities who are living in community based homes.

**Qualifications/Skills** •Current NYS licensure to practice as a Licensed Practical Nurse. •NYS Drivers License that meets agency policy. •Ability to meet physical requirements of the position when performing the following: Standing, walking, sitting, bending, stooping, squatting, kneeling and climbing.

**Application Deadline:** 2017-01-01

**Applicant Instructions:** Please go to our website at [www.people-inc.org](http://www.people-inc.org) to complete an online application!

**Website:** <http://www.people-inc.org>

**Organization Description:** People Inc. is Western New York's leading non-profit human services agency. Through a variety of services including residential, employment, community outreach, health care and recreation programs, we help seniors, families and people with disabilities live more healthy, independent and productive lives.

---

### **Adam's Mark Hotel, Buffalo, NY**

**Position Title:** Convention Services Coordinator

#### **POSITION DETAILS**

Full Time

High school/GED Required

**Position Description** Responsible for providing support services and duties to the Convention Service Managers and the Convention Services department, in order to provide the highest level of service to our Guests Duties and functions: a. Perform support related functions related to the Convention Services department, to include Banquet Event Orders, resumes, letters, forms, reports and lists with a high level of accuracy b. Ensure that all information i.e., BEO'S, resumes, reports are distributed in a timely manner c. Maintain all inactive and active files in a manner that is efficient and consistent d. Accurate message taking and relaying of information as well as offering assistance to the client when the Manager is not available e. Maintain group function performance evaluations f. Maintain and keep up to date, groups and convention calendar g. May be called upon to meet with clients on behalf of CS Manager to finalize details, etc. h. Telephone management utilizing proper telephone etiquette and proper dissemination of call transfers and messages i. Creation and maintenance of Excel spreadsheets and Word documents as needed j. Attend meetings to take accurate minutes to be distributed to staff k. Will be assigned smaller groups to service from start to finish. l. Complete and enter data from BEO reminders, packet, reader boards, Star Report, parking report, change log, and Delphi.

**Qualifications/Skills** Skills: a. Must be able to convey and communicate ideas and information clearly b. Must be able to evaluate and select among alternative courses of action quickly and accurately c. Must be able to perform under pressure and in stressful situations d. Must be able to maintain composure and objectivity under pressure e. Must be computer literate and have a working knowledge of Microsoft Word, Excel, and PowerPoint and have the ability to quickly learn new programs Qualifications: a. Pleasant, outgoing, flexible, creative, team player, and able to work independently b. Neat, clean appearance c. Service orientated d. Effective time management skills e. Takes a strong personal interest in Guest satisfaction f. Experience in a Hotel or related preferred

**Application Deadline:** 2016-10-31

**Salary/Rate of Pay:** \$10.00 Per Hour

**Applicant Instructions:** Please email resume and cover letter to our recruitment email: [adamsmarkhiring@gmail.com](mailto:adamsmarkhiring@gmail.com) Interested candidates may also apply in person Monday through Friday from 9AM to 4:30PM

**Website:** <http://www.visions-hotels.com>

**Organization Description:** The Adam's Mark Hotel is the premiere Hotel of Western Hotel of New York. It features 486 Guest Rooms, 72,000 square feet of convention space, Harbor Bistro & Bar. It is owned and operated by Visions Hotels. Visions Hotels is a hotel management company with a reputation of providing our guests with genuine hospitality and a commitment to service that exceeds their expectations. We strive to treat our Team Members fairly; to be great brand partners; to be committed and involved in the community we serve; and to be leaders in the hospitality industry. Every Visions Hotel shares our commitment to superior quality and service and every General Manager is honest and passionate about providing high standards with great results. As a growing organization our passion is serving guests and providing an unforgettable experience. We create loyal relationships by delivering what was promised with a focus on accountability, attention to detail, and integrity

---

---

**Roswell Park Cancer Institute, Buffalo, NY**

**Position Title:** Clinical Center Associate #4723

**POSITION DETAILS**

Full Time

High school/GED Required

**Position Description** The Clinical Center Associate will schedule appointments using the following systems: Scheduling.com, EMR, and RIS. The candidate will check in patients, answers phones, file paperwork, download orders, and ensure insurance authorizations are in place.

**Qualifications/Skills** Applicants must have a Medical Office Assistant Associate's degree, and Associate's degree and the equivalent of one (1) year of full-time secretarial experience in a clinical setting requiring the use of medical terminology; or a High School diploma or G.E.D., completion of an RPCI-approved Medical Assistant certificate program and the equivalent of one (1) year of full-time secretarial experience in a clinical setting requiring the use of medical terminology; or a High School diploma or G.E.D. and the equivalent of two (2) years of full-time secretarial experience in a clinical setting requiring the use of medical terminology. The preferred candidate will have experience with RPCI EMR, Scheduling.com, and with a Radiology Information System. The candidate will have experience with insurance authorization requirements, as well as experience in a medical facility.

**Application Deadline:** 2016-10-15

**Salary/Rate of Pay:** RPCI offers a competitive salary and comprehensive benefits package.

**Applicant Instructions:** apply by referencing posting #4723 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

**Website:** <http://www.roswellpark.org>

**Organization Description:** Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

**Roswell Park Cancer Institute, Buffalo, NY**

**Position Title:** Compliance Analyst #4724

**POSITION DETAILS**

Full Time

Associates Required

**Position Description** The Compliance Analyst supports the Corporate Compliance Officer with strategic assessments of internal and external regulatory compliance issues and risks; prepares and collects information and documentation on the status of compliance activities; develops compliance audit programs; conducts regulatory compliance audits and follow-up reviews designed to promote compliance with applicable laws, regulations and policies.

**Qualifications/Skills** Applicants must have Certification as a Registered Health Information Administrator (RHIA); or as a Registered Health Information Technician (RHIT); or as a Certified Professional Coder (CPC) with a Bachelor's degree in Health Information Management or a related field; or an Associate's degree in Health Information Management or a related field and the equivalent of two (2) years of full-time clinical or administrative health care experience.

**Application Deadline:** 2016-10-14

**Salary/Rate of Pay:** RPCI offers a competitive salary and comprehensive benefits package.

**Applicant Instructions:** apply by referencing posting #4724 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

**Website:** <http://www.roswellpark.org>

**Organization Description:** Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

**Roswell Park Cancer Institute, Buffalo, NY**

**Position Title:** Perioperative Technician #4727

**POSITION DETAILS**

Full Time

High school/GED Required

**Position Description** The Perioperative Technician maintains par levels and stocks various clinical areas in perioperative services; assumes responsibility for special ordering of supplies throughout the perioperative areas; oversees expired and wasted supplies in accordance with the perioperative policy; manages implant consignment, executes bill and replace; assists with invoice reconciliation; reviews and reports on budget variances in conjunction with materials management; works with team leaders and staff to obtain information on products related to backorders; expedites orders; supports the value analysis process by obtaining

information on new products; reviews par levels and readjusts inventory in conjunction with materials management; assists with routine data requests; provides a high level of customer service to staff and providers throughout Perioperative Services.

Qualifications/Skills Applicants must have an Associate's degree and the equivalent of two (2) years of full-time experience in an operating room setting; or a High School diploma or G.E.D. and the equivalent of four (4) years of full-time experience in an operating room setting. The preferred candidate will have previous experience with perioperative materials management/OR experience.

Application Deadline: 2016-10-15

Salary/Rate of Pay: RPCI offers a competitive salary and comprehensive benefits package

Applicant Instructions: apply by referencing posting #4727 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

Website: <http://www.roswellpark.org>

Organization Description: Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

### **Roswell Park Cancer Institute, Buffalo, NY**

Position Title: Project Coordinator #4726

#### POSITION DETAILS

Part Time

High school/GED Required

Position Description This position will work evenings, weekends and holidays to cover the information desk in the main lobby of the hospital and in the main lobby of the Scott Bieler Clinical Science Center. This position will help direct traffic and will provide information to patients, guests and employees. This position will take phone calls and will validate parking for the parking ramp for patients and family members and will provide other support as needed by the department.

Qualifications/Skills Applicants must have a High School Diploma or G.E.D. The preferred candidate will have excellent customer service skills, be friendly and professional. Candidate must have strong telephone etiquette and the ability to work independently. Also, some computer skills are required.

Application Deadline: 2016-10-07

Salary/Rate of Pay: RPCI offers a competitive rate.

Applicant Instructions: apply by referencing posting #4726 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

Website: <http://www.roswellpark.org>

Organization Description: Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

### **Catholic Health, Buffalo, NY**

Position Title: Environmental Services Worker

#### POSITION DETAILS

Part Time

High school/GED Required

Position Description Catholic Health - Mercy Hospital of Buffalo is hiring for Part Time Environmental Services Workers. First Shift, 7a-3p, weekend and holiday rotations. High School Diploma or GED is required. Apply online at [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers)

Qualifications/Skills High School Diploma or GED is required

Application Deadline: 2016-11-30

Salary/Rate of Pay: DOE

Applicant Instructions: Apply online at [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers)

Website: <http://www.chsbuffalo.org>

Organization Description: Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries

---

### **ECMC Corp, Buffalo, NY**

Position Title: PATIENT FINANCIAL SERVICES REPRESENTATIVE

#### POSITION DETAILS

Full Time

Associates Required

Position Description The work involves performing hospital or professional billing functions, collecting and accounting for monies received, and denials prevention analysis in the Hospital Billing Department for the Erie County Medical Center Corporation. The incumbent submits and follows-up all billing and claims for the facility and performs analysis to identify denials, appeals and corrective actions to maximize reimbursements.

Qualifications/Skills MINIMUM QUALIFICATIONS: A.) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business, Finance, Accounting, or closely related field and one (1) year of experience in hospital or healthcare billing; or: B.) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in hospital or healthcare billing

Application Deadline: 2016-10-29

Salary/Rate of Pay: \$16.07

Applicant Instructions: For more information and to apply please visit <http://www.ecmc.edu/careers>

Website: <http://www.ecmc.edu/>

Organization Description: ECMC is a 600 bed full-service Hospital delivering the highest quality of care with compassion! We are the area's leading hospital system in numerous primary and specialty care areas: • Region's only Level 1 Trauma Center • Region's Largest Transplant Program • New York State's second largest Behavioral Health Program • The only stand alone Emergency Psychiatric Center in the region and the busiest in New York State • Over 30 outpatient care services, including Primary care and Specialty care clinics • Terrace View- a 390 bed Long Term Care Facility • Regional Burn Treatment Center • Safety Net Hospital: no one is ever turned away!

---

### **ECMC Corp, Buffalo, NY**

Position Title: HIV/AIDS PEER NAVIGATOR

#### POSITION DETAILS

Full Time

High school/GED Required

Position Description The work involves outreach and providing services to disconnected populations infected with HIV for increasing an individual's ability to access and remain connected to care and support services that promote early medical intervention. The incumbent will assist case management efforts in engaging clients who are resistant to or have poor adherence to medical care due to various psychosocial issues such as mental health, substance abuse, lack of HIV education and poor health literacy. The incumbent will perform a variety of duties along the HIV services continuum such as developing an outreach plan for locating infected person, stabilization in primary and supportive care, and accompanying patients to clinical appointments and community support programs. Independent fieldwork may be required. Work is performed under the direct supervision of a Social Casework Manager or other higher level supervisor.

Qualifications/Skills MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience\* in the field of HIV/AIDS education, outreach and/or peer navigation. NOTE 1: \*Successful completion of Peer Worker Course as administered by New York State Department of Health AIDS Institute may be substituted for the required two (2) years of experience in the field of HIV/AIDS education, outreach and/or peer navigation.

SPECIAL REQUIREMENT: Possession and maintenance of a New York State Driver License and use of a private vehicle at time of appointment.

Application Deadline: 2016-11-01

Salary/Rate of Pay: \$13.80

Applicant Instructions: To learn more or apply please visit <http://www.ecmc.edu/>

Website: <http://www.ecmc.edu/>

Organization Description: ECMC is a 600 bed full-service Hospital delivering the highest quality of care with compassion! We are the area's leading hospital system in numerous primary and specialty care areas: • Region's only Level 1 Trauma Center • Region's Largest Transplant Program • New York State's second largest Behavioral Health Program • The only stand alone Emergency Psychiatric Center in the region and the busiest in New York State • Over 30 outpatient care services, including Primary care and Specialty care clinics • Terrace View- a 390 bed Long Term Care Facility • Regional Burn Treatment Center • Safety Net Hospital: no one is ever turned away!

---

### **Roswell Park Cancer Institute, Buffalo, NY**

Position Title: Clinical Informatics Specialist #4741

#### POSITION DETAILS

Full Time

Bachelors Required

Position Description The Clinical Informatics Specialist will work under the direction of more senior Clinical Informatics team members and use their knowledge of provider and ancillary staff workflows, clinical informatics, and information technology to support and disseminate the strategic initiatives and vision for clinical applications and informatics projects as developed by the CMIO. Additionally, and in collaboration with the CMIO, this individual will further develop and refine informatics strategies and

vision that will allow Roswell Park Cancer Institute to be more competitive by improving clinical outcomes, streamlining and optimizing clinical systems workflows, decreasing operational costs. This individual will facilitate communication and act as an advocate and change agent across all levels of the organization to promote the adoption of new processes and technologies.

**Qualifications/Skills** Applicants must have a License to practice as a Registered Nurse in the State of New York with a Bachelor's degree in a health or science related field and three (3) years of clinical experience in a healthcare delivery setting including one (1) year of informatics or computer applications experience in a healthcare delivery setting. The preferred candidate will leadership experience in a healthcare delivery setting, experience managing both multi-disciplinary clinical teams and project teams, working EHR knowledge, and experience in clinical workflow design or redesign. The incumbent will also require proficient use of Microsoft Office Word, Excel, PowerPoint, Outlook, and Visio. The incumbent will also have project management experience or knowledge of project management principles, experience using implementing, optimizing, and/or supporting Allscripts Sunrise EHR and be proficient use of Microsoft Visio.

**Application Deadline:** 2016-10-20

**Salary/Rate of Pay:** RPCI offers a competitive salary and comprehensive benefits package.

**Applicant Instructions:** apply by referencing posting #4741 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

**Website:** <http://www.roswellpark.org>

**Organization Description:** Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

## **Catholic Health Buffalo, NY**

### **September 28, 2016 Open Interviews for Experienced RN's, PT's, RN Clinical Nurse Managers, HHA's Open Interviews**

#### POSITION DETAILS

Full Time and Part Time

Associates Required

Bachelors Required

High school/GED Required

**Position Description** Open Interviews for Experienced RN's, PT's, RN Clinical Nurse Managers, HHA's Open Interviews

September 28, 2016 1:00p - 4:00p Catholic Health Administrative Regional Training Center 144 Genesee Street, Buffalo, NY Bring your resume to interview or apply online prior to interviews - [www.chsbuffalo.org/careers/homecare](http://www.chsbuffalo.org/careers/homecare)

**Qualifications/Skills** NY RN license NY PT license HS/GED

**Website:** <http://www.chsbuffalo.org>

**Organization Description:** Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries.

---

## **Brothers of Mercy Nursing & Rehabilitation Center, Clarence, NY**

Job Fair

#### POSITION DETAILS

Full Time and Part Time

High school/GED Required

**Position Description** **Job Fair Wednesday, October 5th 3:00 – 5:00** Hiring Managers will be onsite to conduct on-the-spot interviews for the following positions: Food Service Housekeeping Personal Care Aides Activities Assistants and CNA Training Brothers of Mercy Nursing & Rehabilitation 10570 Bergtold Rd | Clarence, NY 14031 Brothers of Mercy is looking for positive, dependable, caring individuals to join our team, including Sacred Heart Home and Montabaur Heights. Brothers of Mercy is a leader in providing quality nursing and rehabilitative care, with a mission to care for the sick and elderly. Our excellent reputation is based upon the dedication of our employees, who take great pride in providing compassionate care to our residents. Submit an online profile now to secure an in-person interview: <https://BrothersOfMercyCareers.org> We offer an outstanding team-oriented environment, and challenging and rewarding careers. Come join our Five Star rated team! We look forward to meeting you!

**Qualifications/Skills** Open - Entry level positions available

**Application Deadline:** 2016-10-05

**Applicant Instructions:** Submit an online profile now to secure an in-person interview: <https://BrothersOfMercyCareers.org>

**Website:** <http://www.brothersofmercy.org/>

**Organization Description:** Brothers of Mercy is a leader in providing quality nursing and rehabilitative care, with a mission to care for the sick and elderly. Our excellent reputation is based upon the dedication of our employees, who take great pride in providing compassionate care to our residents.

---

---

**Roswell Park Cancer Institute, Buffalo, NY**

Position Title: Supervising Medical Billing Clerk #4748

POSITION DETAILS

Full Time

High school/GED Required

Position Description The Supervising Medical Billing Clerk will supervise the billing clerks; monitors billing, follow-up procedures, and productivity within the billing unit; evaluates the accuracy of patient accounts.

Qualifications/Skills Applicants must have an Associate's degree and one (1) year of full-time experience in medical billing and follow-up procedures or a related field; or a High School diploma or G.E.D. and three (3) years of full-time experience in medical billing and follow-up procedures or related field. The preferred applicant should have at least one year experience with an Associate's Degree in medical billing & follow-up procedures, third party billing, and or remittance processing.

Application Deadline: 2016-10-22

Salary/Rate of Pay: RPCI offers a competitive salary and comprehensive benefits package

Applicant Instructions: apply by referencing posting #4748 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

Website: <http://www.roswellpark.org>

Organization Description: Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

**Midcity Office Furniture, Buffalo, NY**

Position Title: Intern/part-time temp employment

Position Details

Part-time/temporary

Possible Internship

Position Description: Intern/temp needed to help us work through a small(maybe) project. It begins as mostly data entry of service orders entered and completed since the beginning of the year into an excel format. Then intern works with the salesperson responsible for the client serviced...asking questions such as "How long did you think this service order would take a tech to complete? Was the client satisfied? Were you (as salesperson) satisfied?"

Position continues with working with foreman or management on what we believe the time(cost) associated with those service orders. Qualifications: Familiarity with Excel, comfortable working with others and analyzing data.

Application Deadline: October 5, 2016

Salary: We would pay for the hours worked. \$12 per hour.

Duration of employment: Approximately 3 months, depending on the number of hours worked each week. Other opportunities could arise for continuing work.

Applicant Instructions: email Kurt Amico, President, [kurt@midcityoffice.com](mailto:kurt@midcityoffice.com)

Website: [www.midcityoffice.com](http://www.midcityoffice.com)

---

**Roswell Park Cancer Institute, Buffalo, NY**

Position Title: Health Information Management Coordinator #4717

POSITION DETAILS

Full Time

Associates Required

Position Description The Health Information Management Coordinator assists with duties in the Cancer Registry; assists with timely completion of follow up activities; assists with obtaining information on deceased patients and updating systems and assists with major initiatives involving the Health Information Management department.

Qualifications/Skills Applicants must have an Associate's degree in a health-related field and the equivalent of one (1) year of full-time RPCI Health Information experience with knowledge of medical terminology; or an Associate's degree in a health-related field and the equivalent of two (2) years of full-time Health Information experience with knowledge of medical terminology; or an Associate's degree and the equivalent of three (3) years of full-time Health Information experience with knowledge of medical terminology.

Application Deadline: 2016-10-02

Salary/Rate of Pay: RPCI offers a competitive salary and comprehensive benefits package.

Applicant Instructions: Interested applicants can apply by referencing posting #4717 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)



Website: <http://www.roswellpark.org>

Organization Description: Founded in 1898 by Roswell Park, MD, Roswell Park Cancer Institute was the first institution in the nation dedicated to a comprehensive, laboratory-based approach to the understanding and treatment of cancer. Today RPCI helps set the national standard for cancer care as one of 19 members of the prestigious National Comprehensive Cancer Network (NCCN). Our mission is to understand, prevent and cure cancer.

---

**Catholic Health, Buffalo, NY**

POSITION DETAILS

Full Time

Associates Required

Position Description Catholic Health continues to lead the healthcare industry, by providing superior patient care through collaboration of diverse talents, skills and progressive technology to achieve quality outcomes. Our St. Catherine Laboure Health Care Center is seeking to fill a Full- Time days MDS Coordinator position. Job duties may include but are not limited to coordinating the comprehensive assessment for each resident and participating in the overall process of providing optimum care of each resident. Valid NYS RN license required as well as an Associates Degree. BSN preferred. 1 year experience required in a Residential Health Care Facility. LEARN MORE AND APPLY ONLINE AT [www.chsbuffalo.org/apply](http://www.chsbuffalo.org/apply).

Qualifications/Skills Valid NYS RN license required as well as an Associates Degree. BSN preferred. 1 year experience required in a Residential Health Care Facility.

Application Deadline: 2016-10-31

Salary/Rate of Pay: DOE

Applicant Instructions: please visit our website at [www.chsbuffalo.org/apply](http://www.chsbuffalo.org/apply).

Website: <http://www.chsbuffalo.org>

Organization Description: Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries.

---

**Catholic Health, Buffalo, NY**

POSITION DETAILS

Part Time

Associates Required

Position Description Catholic Health RN Resident Care Coordinator Mercy Nursing Facility at OLV Renaissance Catholic Health continues to lead the healthcare industry, by providing superior patient care through collaboration of diverse talents, skills and progressive technology to achieve quality outcomes. Our Mercy Nursing Facility at OLV is seeking to fill a Part Time Days w/Weekend & Holiday Rotation- RN Resident Care Coordinator (Charge/Lead RN) position. Job duties may include but are not limited to coordinating and supporting the activities of the clinical personnel on the unit (LPN and C.N.A.) and actively participating in the direct care of the resident, by following the specific approaches as stated in the plan of care. Valid New York State RN license required as well as an Associates Degree. BSN preferred. 1 year RN experience required in Residential Health Care Facility and CPR Certification required. LEARN MORE AND APPLY ONLINE AT [www.chsbuffalo.org/apply](http://www.chsbuffalo.org/apply).

Qualifications/Skills Valid New York State RN license required as well as an Associates Degree. BSN preferred. 1 year RN experience required in Residential Health Care Facility and CPR Certification required.

Application Deadline: 2016-10-30

Salary/Rate of Pay: DOE

Applicant Instructions: LEARN MORE AND APPLY ONLINE AT [www.chsbuffalo.org/apply](http://www.chsbuffalo.org/apply)

Website: <http://www.chsbuffalo.org>

Organization Description: Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries.

---

**Catholic Health, Buffalo, NY**

Position Title: Coder Analysts

POSITION DETAILS

Full Time

Associates Required

Position Description Catholic Health, one of the top 100 integrated health systems and the leader in WNY, has a need for Coder Analysts in our Health Information department at Mercy Hospital. Incumbent codes primarily acute hospital inpatient, SNF, and Rehab, for the purpose of accurate reimbursement, research and compliance with federal regulations. Coding of Ambulatory, ER / Urgent Care, Interventional Radiology and same day surgery records is performed on an as needed basis. B.S. in Health Information Management or AAS in Health Information Technology or Certification as an RHIA or RHIT. Successful certification within one (1) year of date of hire or graduation, whichever is later. (AHIMA or AAPC). Candidates are required to take and successfully pass a CH coding test. Qualified candidates apply online at [www.chsbuffalo.org](http://www.chsbuffalo.org)

Qualifications/Skills B.S. in Health Information Management or AAS in Health Information Technology or Certification as an RHIA or RHIT. Successful certification within one (1) year of date of hire or graduation, whichever is later. (AHIMA or AAPC). Candidates are required to take and successfully pass a CH coding test.

Salary/Rate of Pay: DOE

Applicant Instructions: Qualified candidates apply online at [www.chsbuffalo.org](http://www.chsbuffalo.org)

Website: <http://www.chsbuffalo.org>

Organization Description: Formed in 1998 under four religious sponsors, Catholic Health in Buffalo, NY is a non-profit healthcare system that provides care to Western New Yorkers across a network of hospitals, primary care centers, imaging centers, and several other community ministries.

---

### Horizon Health Services

Job Title: Registered Nurse

Position Description: We are looking for a Full time, Friday- Monday overnight RN, as well as per diem or part time positions for all shifts! Duties: Provide medical assessments Administer medications including IM's Provide education on smoking cessation Provide education on CoMorbid medical problems with addiction and Mental Health

Salary/Rate of Pay: Negotiable

Applicant Instructions: Please apply directly on our website: <http://www.horizon-health.org/careers/jobs/>

---

### Edison Home Health Care Agency, Buffalo, NY

Position Title: Per Diem Nurse

#### POSITION DETAILS

Part Time

Associates Required

Position Description Per Diem Nurse to work at a Edison home care a licenses home care agency in Buffalo NY

Application Deadline: 2017-12-01

Applicant Instructions: email or fax resume 718-475-1703

Email for Candidates: [ariellal@edisonhhc.com](mailto:ariellal@edisonhhc.com)

Website: <http://www.edisonhhc.com>

Organization Description: Licensed home health care agency

---

### People Inc. – various WNY locations

Position Title: GROUP HOME POSITION

#### POSITION DETAILS

Full Time and Part Time

High school/GED Required

Position Description In the group homes, the work place of People Inc. employees is also the personal living environment of the people we serve. Because of this, People Inc. understands the importance of ensuring that its employees are committed to maintaining a safe, clean environment for all residents. Employees in the group home are expected to be helpful, aware, and alert in terms of supervision.

Qualifications/Skills •18 years of age •High school diploma or GED •NYS Drivers License that meets agency policy •Ability to read and write •Ability to handle multiple tasks simultaneously •Ability to meet physical requirements of the position when performing the following: standing, walking, sitting, bending, stooping, squatting, kneeling and climbing •Lifting requirement of 50 lbs. •Ability to lift and transfer individuals manually and mechanically as required by prescribed program/plan •Ability to move, reposition, and place individuals in pieces of equipment •Physical agility and ability to react to emergency situations, including Strategies for Crisis Intervention and Prevention (SCIP-R) certification as per regulatory guidelines •Certification in CPR

Application Deadline: 2017-06-01  
Salary/Rate of Pay: 10.93  
Applicant Instructions: Please apply at our website at [www.people-inc.org](http://www.people-inc.org)  
Website: <http://www.people-inc.org>

Organization Description: People Inc. exists so that individuals with disabling conditions or other special needs have the supports they need to participate and succeed in an accepting society.

---

**People Inc. – various WNY locations**

Position Title: Registered Nurse

POSITION DETAILS

Full Time

Associates Required

Position Description The Residential RN provides medical case management for individuals with developmental disabilities who are living in community based homes. Supervises the adequate completion of delegated nursing tasks to Direct Support Staff and LPNs. Provides/participates in agency training.

Qualifications/Skills •Current NYS license to practice as a Registered Nurse. •NYS Drivers License that meets agency policy. •CPR certification. •Ability to meet physical requirements of the position when performing the following: Standing, walking, sitting, bending, stooping, squatting, kneeling and climbing.

Application Deadline: 2017-08-01

Salary/Rate of Pay: TBD

Applicant Instructions: Please apply on our website at [www.people-inc.org](http://www.people-inc.org)

Website: <http://www.people-inc.org>

Organization Description: People Inc. exists so that individuals with disabling conditions or other special needs have the supports they need to participate and succeed in an accepting society.

---

**Absolut Care, East Aurora, NY**

Position Title: Registered Nurse

POSITION DETAILS

Full Time and Part time

Associates Required

Position Description At Absolut Care, we believe the world is a beautiful place. Absolut Care of Aurora Park is looking for a dedicated RN Staff Nurse to join their experienced team. Absolut Care offers a dynamic work environment as well as a community based atmosphere. We also offer great benefits including medical/dental, 401k, paid holidays and vacation. The RN Staff Nurse will work closely with the Shift Supervisor to ensure the best possible functions of the assigned unit. The RN Staff Nurse will maintain the standards of Nursing Care and practices within the facility to meet the physical, psychosocial, and rehabilitative needs of the residents. Qualified candidates will possess a current New York State Registered Nurse license and will be a graduate of an accredited school of Nursing. Candidate must be able to pass required health assessments. Long term care experience is preferred. Full time and part time positions available.

Qualifications/Skills Valid NYS Registered Nurse License.

Salary/Rate of Pay: negotiable

Applicant Instructions: apply on website <http://www.absolutcare.com> or via email [trightmyer@absolutcare.com](mailto:trightmyer@absolutcare.com)

Website: <http://www.absolutcare.com>

Organization Description: Long Term Care and Sub Acute Rehab

---

**Edison Home Health Care Agency Buffalo, NY**

Position Title: Nutritionist

POSITION DETAILS

Part Time

Associates Required

Position Description Per Diem Nutritionist to work at a Edison home care a licensed home care agency in Buffalo.

Qualifications/Skills Nutritionist

Application Deadline: 2017-12-01

Applicant Instructions: email [ariellal@edisonhhc.com](mailto:ariellal@edisonhhc.com) or fax resume 718-475-1703

Website: <http://www.edisonhhc.com>

Organization Description: Licensed home health care agency

---