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**Capello Salon and Spa**

Seeking Licensed massage therapist. Call 634-4111 and ask to talk to Andrea.

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**Backman Family Chiropractic , Lockport, NY**

office space for rent for LMT

located at 6513 Campbell Blvd, Lockport, NY 14094 inside of Backman Family Chiropractic.

\$300/ month includes utilities

Call 716-625-9066

Deborah Backman, DC

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**Spa400 at InvisionHealth Williamsville and Derby, New York**

seeking 3-4 New York State licensed massage therapists for its Williamsville and Derby, New York offices. Candidates would perform medical and spa massage therapy in a busy medical practice. All openings are part-time hourly positions. Ideal candidates will be available 15-25 hours per week to work 5 hour shifts as follows 9am-2pm and 2pm-7pm. One or two Saturdays per month is required. Pay based on experience. Will train the right candidates.

Liz Schmitt, LMT, Spa Manager, InvisionHealth

lschmitt@invisionhealth.com

www.spa400.com

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**XpresSpa**

full and part time LMT employment opportunities at our New York locations

XpresSpa is the award winning airport Spa in the health, beauty and wellness field, serving the travelling public 365 days a year. XpresSpa owns and operates the largest group of upscale spas exclusively at airports in the U.S. and Europe.

With spas around the global, XpresSpa is rapidly becoming the most sought after travel destination in the airport. We've experienced explosive growth over the last few years a resulting in over 45 locations at high traffic airports servicing over 600,000 customers.

hiring program currently going on each Tuesday, Wednesday and Thursday due to three new spas that we will be opening in November. Candidates that are interested should submit their resumes by emailing Tamara Treadwell Talent Acquisition Manager at ttreadwell@xpresspa.com to be scheduled.

Apply Here: <http://xpresspa.careerco.careers/>

Direct: 917.287.0522

Fax: 212.750.1015

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**Relax Spa, Lockport, NY**

Open House/ Open Interviews for LMT's

Sunday October 23, 2016

12:30- 5:30pm

Bring your resume and enjoy some refreshments, explore your options!

716-946-3466

30 Heritage Court, Lockport 14094

[www.relaxspa.org](http://www.relaxspa.org)

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**Catholic Health, Buffalo, NY**

Position Title: Patient Navigator

**POSITION DETAILS**

Full Time

Associates Required

Position Description Catholic Health, one of the top 100 integrated health systems and the leader in WNY, is currently seeking full time Patient Navigators in their Care Management department. The incumbents will support and facilitate relationships and communication with Medicaid patients who seek emergency department care for primary care services and will link them with a primary care physician and other appropriate community resources. The overall goal of this position will be improve the health of the individual as well as reduce preventable emergency department visits and/or potential hospital admission.

Qualifications/Skills An associate's degree in Health and Human services is required. Two years of healthcare/community health is preferred.

Application Deadline: 2017-10-10

Salary/Rate of Pay: DOE

Applicant Instructions: Please 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.

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**Catholic Health, Buffalo, NY**

Position Title: Care Management Advisor

**POSITION DETAILS**

Full Time

Bachelors Required

Position Description Catholic Health, one of the top 100 integrated health systems and the leader in WNY, is currently seeking a full time Care Management Advisor. The Care Management (CM) Advisor is responsible for implementing Catholic Medical Partners (CMP)'s care management and clinical performance improvement programs. The CM Advisor will teach, mentor and support practice based care teams in delivering high quality and well-coordinated care aimed at improving quality and utilization measures set forth by CMP.

Qualifications/Skills BSN is required along with NYS licensure, Three (3) years' experience in an acute care setting, Population Health, Quality or Case Management experience required.

Application Deadline: 2017-10-10

Salary/Rate of Pay: DOE

Applicant Instructions: Please 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.

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**Catholic Health, Buffalo, NY**

Position Title: Courier

**POSITION DETAILS**

Full Time

High school/GED 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. Catholic Health currently has a Full-Time need for a Courier. Duties will entail the following: delivering medication and supplies to IV patients; delivering and installing Personal Emergency Response Monitors and Telehealth Monitoring devices to patients' homes; providing patients with education on the use and care of the equipment and delivering/retrieving items as required by agency. Other duties may include assisting in maintaining good customer relations between Home Care and our external customers.

Qualifications/Skills Potential candidates must have be a High school graduate or equivalent, have a clean driving record, good customer service skills and have the ability to communicate effectively, think logically and follow directions.

Application Deadline: 2017-10-11

Salary/Rate of Pay: DOE

Applicant Instructions: Interested applicants are encouraged to apply via the 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.

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### **Opportunities Unlimited of Niagara, Niagara County, NY**

Position Title: RN/Clinical Specialist

#### POSITION DETAILS

Full Time

Associates Required

Position Description The clinical specialist (RN) will coordinate and regularly review health-related needs for individuals with intellectual and other developmental disabilities who are supported by Opportunities Unlimited of Niagara in locations across Niagara County. The clinical specialist functions as an interdisciplinary team member providing consultation, training and oversight of nursing/health care needs. Flexible 35 hour/week schedule, Monday to Sunday.

Qualifications/Skills Requires a Registered Nurse Diploma/Degree and must be licensed and currently registered as a nurse by the New York State Department of Education, with specialized training or one (1) year of professional experience. Experience with I/DD population is preferred.

Application Deadline: 2016-11-11

Salary/Rate of Pay: 45,500

Applicant Instructions: Please send letter of interest and resume to [ralbond-buchner@oppunlimited.org](mailto:ralbond-buchner@oppunlimited.org).

Website: <https://www.oppunlimited.org/>

Organization Description: For more than 60 years Opportunities Unlimited of Niagara has been the single contact point for individuals with intellectual and other developmental disabilities and their families. Through habilitation, supportive services and a caring touch, we provide the opportunity for everyone – from newborns to seniors – to reach their maximum potential. We are the Niagara County Chapter of NYSARC, Inc. and a member of The Arc.

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

Position Title: Patient Access Representative Trainee #4796

#### POSITION DETAILS

Full Time

High school/GED Required

Position Description Patient Access Representative Trainee is critical for new patient insurance verifications and authorizations for new patients whose insurance company requires out of network authorization prior to coming to Roswell Park. In addition, this person will work with the Supervisor who currently manages clinical trial pre-authorizations.

Qualifications/Skills Applicants must have a High School diploma or G.E.D. The preferred candidate will have current experience as a patient access representative within the Patient Access Department at Roswell Park, experience with insurance eligibility verification using various databases including WNY Healthy net, EPACES, Medicare Passport/.CONNEX and ability to call insurance companies to verify eligibility and benefits, and experience obtaining out of network insurance authorizations. The preferred candidate will have physician office telephone, registration and scheduling experience, ability to work independently with excellent computer database input experience, patient demographic registration in outpatient and/or hospital setting experience with Insurance verification and referral request experience, strong organization and multitasking in a fast paced office environment, must be flexible to change, with an excellent time and attendance record, as well as excellent customer service experience, and current experience within Roswell Park Patient Access Department.

Application Deadline: 2016-11-11

Salary/Rate of Pay: \$30,461 annually, RPCI offers a comprehensive benefits package.

Applicant Instructions: apply by referencing posting #4796 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.

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### **WNED | WBFO , Buffalo, NY**

Position Title: Administrative Assistant

#### POSITION DETAILS

Full Time

Associates Required

Position Description

The Administrative Assistant provides support to the Sr. Vice President/CFO, Director of Human Resources and the Controller. Performs high level administrative assistant tasks as well as various administrative support functions. \*Asterisk Denotes an Essential Function of the Job Responsibilities Include: 1. Finance: • \*Perform clerical duties for Sr. Vice President/CFO • Run monthly budget reports and distribute to staff • Create monthly budget binders for President/CEO • \*Manage the ordering of office & cleaning supplies, including checking stock to determine inventory level, anticipating needs, placing orders & verifying receipt • \*Coordinate and schedule appointments and meetings • Enter invoices into Accounts Receivable system • Act as backup for processing of membership receipts • Provide support to Business Office as needed 2. Human Resources: • \*Personnel Records ☐ Maintain organization's personnel files ☐ Update and post/distribute organization charts ☐ Update and post employee rosters & telephone contacts • \*Assist with Recruitment – Staff Openings and Internships ☐ Initiate paperwork for job requisitions, maintain applicant work flow processes and records, maintain and log updated job descriptions ☐ Prepare and post job openings to website and job boards ☐ Collect and log resumes; distribute resumes to hiring managers ☐ Maintain EEO documentation. Oversee job acknowledgement process and logging of applications ☐ Schedule interviews and oversee booking of interview room ☐ Assist in checking references and running background checks ☐ Generate position-filled letters ☐ Handle phone calls and inquiries about positions ☐ Maintain recruitment personnel, application and resume files ☐ Prepare data for FCC/EEO annual report and post on WNED's website • \*Performance evaluations ☐ Distribute performance evaluation templates annually to supervisors ☐ Provide prior year evaluations to supervisors upon request ☐ Maintain completed performance evaluation tracking log ☐ File and maintain performance evaluations in employee personnel files • Assist with scheduling training events for staff ☐ Coordinate dates and location for staff trainings ☐ Register staff for individualized training as requested by HR Director ☐ Maintain completed training tracking log ☐ Coordinate internship program and high school shadow days • Staff Fellowship Events ☐ Assist locating, scheduling and coordinating food trucks during summer months ☐ Assist with Thanksgiving Dinner, Eggnog Party and other special events as needed • Process HR invoices • Assist HR Director with special projects as requested. 3. General • \*Collect timesheets and keep vacation, personal leave and sick records for Finance and Administration, Human Resources, Building Services & Film Commission • Order food and beverages for meetings, as necessary • Attend meetings and take minutes as necessary • Serve as assistant to the President/CEO in the absence of the executive assistant or as directed. • Be trained as relief for covering the WNED | WBFO reception desk and provide assistance when needed • Scanning, filing and other administrative tasks as directed. • Such other duties and special projects as may be assigned

Qualifications/Skills

Key Competencies: ☐ Knowledge of accounting practices and basic bookkeeping skills ☐ Basic knowledge of recruiting and HR best practices Commitment to diversity and inclusion • Excellent interpersonal, written, verbal, research, communication skills • Excellent computer skills: PC literate, proficient with Word, Excel, Adobe Acrobat Pro and PowerPoint ☐ Task-oriented and highly organized; ability to prioritize effectively while continuing to work on multiple tasks with a minimum of direct supervision ☐ Ability to maintain confidentiality and be discreet ☐ Ability to work under pressure of time constraints and deadlines Education/Experience: ☐ College degree preferred ☐ Three years administrative and/or Human Resources Assistant experience preferred

Application Deadline: 2017-01-01

Salary/Rate of Pay: TBD

Applicant Instructions: Job description is attached. Interested applicants may submit cover letter & resume to: hr@wned.org OR mail to: WNED|WBFO - HR Dept., 140 Lower Terrace, Buffalo, NY 14202.

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

Organization Description: WNED | WBFO is a trusted public media resource that enriches its audiences by providing educational, entertaining programming and services, as well as engaging the Western New York and Southern Ontario communities through cultural and civic involvement.

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**Delaware North/Hamburg Gaming, Hamburg, NY**

Position Title: Hiring Cooks/Cashiers/Dishwashers/Valet

POSITION DETAILS

Full Time and Part Time

High school/GED Required

Position Description Please visit our website to see if any of our opportunities are right for you!

Qualifications/Skills Our part time positions have flexible schedules with nights and weekends to accommodate those attending school.

Application Deadline: 2016-10-28

Salary/Rate of Pay: 10+

Applicant Instructions: email or online

Email for Candidates: dholst@delawarenorth.com

Website: <http://www.hamburggaming.com/jobs>

Organization Description: Hamburg Gaming, located on the Erie County Fairgrounds, is a destination for excitement and entertainment! This New York Gaming facility sprawls out over 55,000 square feet and features more than 940 gaming machines. Our premier New York Gaming facility also boasts a range of delectable dining options including the Blue Ribbon Grill, Cyclone Bar and Tim Hortons.

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#### **HARBORCENTER, Buffalo, NY – (716) Food and Sport**

Position Titles: Food Runner, Line Cook, Dishwasher, Host, Valet

##### POSITION DETAILS

Part Time

High school/GED Required

Application Deadline: 2016-11-01

Salary/Rate of Pay: 10.00/hr

For specific job requirements and responsibilities and to apply, click on:

<http://buffalosports.teamworkonline.com/teamwork/jobs/apply.cfm?jobid=100517>

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

Organization Description: (716) Food and Sport is dedicated to providing the premier fan, food and sports experience for residents and visitors of Western New York, with a commitment to hospitality, quality, and the community. (716) is our code. The secret language among Western New Yorkers is our deep passion for both food and sport. Combining the two in our state-of-the-art destination creates the ultimate fan experience

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

Position Title: Manager Central Service Supply

##### POSITION DETAILS

Full Time

Associates Required

Position Description Catholic Health (CH), the leader in WNY in the healthcare industry, providing superior patient care through collaboration of diverse talents, skills and progressive technology to achieve quality outcomes is currently looking for a Manager Central Service Supply at our Sisters Charity Hospital, Main St. Campus and St. Joseph Campus. The Manager Central Service Supply maintains the quality and quantity of sterile supplies and instruments in order to ensure protection from disease and infection, and develop and maintain system sterilization standards.

Qualifications/Skills The ideal candidate must be a certified in sterile processing and have an Associate's degree with two years management experience in sterile processing or in lieu of degree, high school diploma with five years management experience in sterile processing quality assurance, surgical implementation, surgical case cart preparation, and inventory control. Previous knowledge of Sterilization Quality Assurance, JCAHO, NYDOH and OSHA regulations are required. Excellent communication, organization, critical thinking, leadership, and computer skills are a must.

Application Deadline: 2017-10-07

Applicant Instructions: Interested applicants are encouraged to visit our website 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.

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#### **Horizon Health Services - Erie and Niagara Counties**

Position Title: Registered Nurse

##### POSITION DETAILS

Full Time and Part time

Associates Required: YES

Position Description Exciting full time position for a dynamic, flexible R.N. who likes a fast paced environment and working with exceptional employees in both addiction/behavioral outpatient counseling clinics. As an RN, you are responsible for completing comprehensive medical assessments, administering intramuscular medications, assisting psychiatric providers with medication management and integration appointments and providing health education for comorbid conditions for Addiction and Mental Health population and preventative health and wellness programs to promote optimal health.

Qualifications/Skills Experience -Experience in behavioral health and addictions preferred. -Candidates should be knowledgeable regarding mental health and substance use disorders, appropriate use of psychotropic medications/adverse effects,

and be able to identify potential risk factors and provide appropriate referrals. Education / Licensure / Certifications RN license, Associate's or Bachelor's degree required.

Application Deadline: 2016-10-31

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

Website: <http://www.horizon-health.org/careers/jobs/>

Organization Description: Come work for a company that has been voted one of New York State's 'Best Places to Work' 8 years in a row! Horizon Health Services is a not-for-profit corporation that provides an array of comprehensive services to assist individuals with mental health and/or substance abuse issues to make choices that improve their quality of life and achieve their personal recovery goals. - We provide fully integrated behavioral health, medical and vocational rehabilitation services in community-based settings. - We are committed to progressive, innovative and evidence-based practices. - We provide a broad range of comprehensive and specialized services with a focus on the individual and family.

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### **Horizon Health Services, Sanborn, NY**

Position Title: LPN- Sanborn

#### POSITION DETAILS

Full Time or Part Time

Position Description LPNs have an important role in our daily operations and play a huge part of the overall success of our residents and campus! They are part of a team that provides innovative, person-centered treatment designed to offer hope for individuals in recovery. LPNs are responsible for breathalyzing and searching residents for contraband upon admission or reentry into the building, monitoring medication administration, identifying resident behavioral concerns and appropriately reporting to the clinical team, supervising urine toxes, obtaining and documenting vital signs from residents including blood pressure, pulse, etc. and any other duties as assigned.

Qualifications/Skills Experience At least 1 year relevant work experience required. Education / Licensure / Certifications License Practical Nurse Licensure required.

Application Deadline: 2016-10-31

Website: <http://www.horizon-health.org/careers/jobs/>

Organization Description: Come work for a company that has been voted one of New York State's 'Best Places to Work' 8 years in a row! Horizon Health Services is a not-for-profit corporation that provides an array of comprehensive services to assist individuals with mental health and/or substance abuse issues to make choices that improve their quality of life and achieve their personal recovery goals. -We provide fully integrated behavioral health, medical and vocational rehabilitation services in community-based settings. -We are committed to progressive, innovative and evidence-based practices. -We provide a broad range of comprehensive and specialized services with a focus on the individual and family.

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

Position Title: CLINICAL NURSE UNIT MANAGER

#### POSITION DETAILS

Full Time

Associates Required

Position Description CLINICAL NURSE UNIT MANAGER – Community Based Care Catholic Health (CH), the leader in WNY in the healthcare industry, providing superior patient care through collaboration of diverse talents, skills and progressive technology to achieve quality outcomes is currently looking for Clinical Nurse Managers within our Community Based Care Division. The Manager is responsible for coordinating the clinical activities of the nursing unit in accordance with the current Federal, State and local standards, guidelines and regulations, while ensuring optimal quality of care. The ideal candidate must have a current NYS Registered Nurse license and at least two (2) years clinical nursing leadership experience in a subacute or med/surg unit. Excellent interpersonal, communication, and listening skills are a must. Interested applicants are encouraged to apply via the website at [www.chsbuffalo.org](http://www.chsbuffalo.org)

Qualifications/Skills The ideal candidate must have a current NYS Registered Nurse license and at least two (2) years clinical nursing leadership experience in a subacute or med/surg unit. Excellent interpersonal, communication, and listening skills are a must.

Application Deadline: 2016-11-30

Salary/Rate of Pay: DOE

Applicant Instructions: Interested applicants are encouraged to apply via the website 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

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

Position Title: Medical Records Associate Trainee

POSITION DETAILS

Part Time

High school/GED Required

Position Description The Medical Records Associate Trainee sorts, preps, scans and completes quality review paperwork for EMR; answers phones and triage requests received in the document processing section.

Qualifications/Skills Applicants must have a High School diploma or G.E.D. The preferred candidate will have previous experience in Health Information/Medical records or a medical office setting.

Application Deadline: 2016-11-01

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

Applicant Instructions: apply by referencing posting #4778 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.

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

Position Title: Smoking Cessation Associate #4771

POSITION DETAILS

Part Time

Associates Required

Position Description The Smoking Cessation Associate ( SCA ) will assist in promoting systemic change that includes use of the Public Health Service Guidelines in addressing tobacco dependence within Erie, Niagara, Genesee, Orleans, Allegany, Cattaraugus, Chautauqua, Wyoming Counties. Work with designated sites to assist in the development of supportive systems. The SCA will promote cessation media campaigns, and ensure sustainability efforts are current. The SCA will service calls from health professionals, educators and others using a wide variety of mechanisms and resources and will locate appropriate resources in response to inquiries, follows defined action plans to achieve assigned objectives from Center's annual workplan. Performs independent field work in the Western New York Community. This is a grant-funded position. Compliance with funding requirements such as time and effort reporting, grant deliverables, and contract deliverables is required. Health Research Incorporated (HRI) Roswell Park Division participates in the E-Verify program. Affirmative Action/Equal Opportunity Employer/Qualified Individuals with Disabilities/Qualified Protected Veterans

Qualifications/Skills Applicants must have an Associate's degree in an appropriate field and the equivalent of one (1) year of full-time experience in a call center, customer service and/or healthcare related field; or a High School Diploma or G.E.D. and the equivalent of two (2) years of full-time experience a call center, customer service and/or healthcare related field. The preferred candidate will have a Bachelor s degree in a health related field, be a non-smoker, possess customer service or human services background as well as community outreach experience. The preferred candidate will also have familiarity with smoking cessation and/or tobacco control, computer experience, good time and attendance, and some flexibility with work scheduling.

Application Deadline: 2016-11-01

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

Applicant Instructions: apply by referencing posting #4771 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.

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

Position Title: Hospital Clinical Assistant #4768

POSITION DETAILS

Full Time

High school/GED Required

Position Description The HCA will assist with patient care under the direction of the RN on the inpatient nursing unit. This includes obtaining vital signs, input and output totals and documentation in the Electronic Medical Record. The HCA attends to patients' daily living activities, assists with personal hygienic needs and transports patients to and from diagnostic procedures and/or other units. The HCA will assist with patient ambulation, stocking of supplies, emptying linen bags, as well as a variety of housekeeping and cleaning duties related to direct patient care in order to ensure that the clinical area is clean, sanitary, safe, and

orderly. Based on a patient's condition, the HCA may need to sit with a patient to ensure patient safety. Also, performs other duties as directed.

Qualifications/Skills Applicants must have a High School Diploma or High School Equivalency Diploma with previous training or experience in a hospital or healthcare environment. The preferred candidate will be a current nursing student and/or have previous HCA experience.

Application Deadline: 2016-11-02

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

Applicant Instructions: apply by referencing posting #4768 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.

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### **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.

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### **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](mailto: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.

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### **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](mailto: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.

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### **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.

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### **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

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### **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.

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### **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.

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### **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.

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**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

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**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!

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**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!

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### **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.

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### **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.

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**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.

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**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.

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**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

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### **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.

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### **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/>

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### **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  
Website: http://www.edisonhhc.com

Organization Description: Licensed home health care agency

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**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.

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**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.

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**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

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### **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

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