
People Inc., various WNY locations

People Inc. Career Fair on November 2nd!

POSITION DETAILS

Full Time & Part Time

Associates Required

High school/GED Required

Position Description We are having an open career fair where you can meet with a People Inc. Recruiter!

Where: Armor Volunteer Fire Hall 4932 Clark St. Hamburg, NY 14075

When: Wednesday, November 2nd 2016 10 am to 1:30 pm

For questions please call 716.322.7050

Qualifications/Skills •18 years or older •HS Diploma or GED preferred •Valid Drivers License

Majors/Areas of Study: All majors welcomed!

Salary/Rate of Pay: 10.93

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

Organization Description: We are currently seeking motivated staff for Group Home positions, Behavior Technicians, Community Based Instructors, RNs, LPNs, and much more!

Catholic Health, Buffalo, NY

Position Title: **Open Interviews October 31 - Nursing Assistants**

POSITION DETAILS

Full Time & Part Time

High school/GED Required

Position Description Open Interviews October 31, 1p-5p - Nursing Assistants

Sisters of Charity Hospital and their St. Joseph Campus have openings for Nursing Assistants Open Interviews October 31, 2016

1:00pm-5:00pm Sisters of Charity Hospital Merilac Room 2157 Main Street Buffalo, NY 14214 Parking validation cards will be

provided. www.chsbuffalo.org/careers Please bring your resume to interview

Qualifications/Skills HS/GED

Salary/Rate of Pay: DOE

Applicant Instructions: 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.

Catholic Health, Buffalo, NY

Position Title: Inpatient Coding Manager

POSITION DETAILS

Full Time

Associates Required

Position Description Inpatient Coding Manager 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 an Inpatient Coding Manager. The Inpatient Coding Manager will work cooperatively with multiple departments to ensure the coding across CH is consistent, accurate, compliant, and meets data integrity for use in billing, reimbursement, in clinical outcomes, and for SPARCS reporting. Additional responsibilities include performing audits on chart documentation and assisting with education and training for coding associates and physicians on areas of improvement and performance. The Coding manager will be an expert on all areas of coding aspects and stay updated on changes in the field. The ideal candidate must have an Associate's Degree in Health Information, RHIT Certification, five years coding experience as well as a minimum of three years in a supervisory role. Excellent organizational, problem solving, leadership, and computer skills are a must. Interested applicants are

encouraged to visit our website at www.chsbuffalo.org

Qualifications/Skills The ideal candidate must have an Associate's Degree in Health Information, RHIT Certification, five years coding experience as well as a minimum of three years in a supervisory role. Excellent organizational, problem solving, leadership, and computer skills are a must.

Application Deadline: 2016-11-30

Salary/Rate of Pay: DOE

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

Catholic Health, Buffalo NY

Position Title: Registered Nurse within the LIFE/PACE program for the Day Center or the Clinic

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. Catholic Health currently has a Full-Time need for a Registered Nurse within the LIFE/PACE program for the Day Center or the Clinic located at our Mercy Nursing Facility at OLV in Lackawanna, NY. Duties will include promoting and maintaining health of participants in the community through teaching, counseling, and appropriate preventative and rehabilitative services. Other duties will include: supervising the home care caregiver staff, assessing health needs, contributing to the plan of care, initial implementation of nursing care plans, providing nursing care, as well as periodic re-evaluation of individual and family nursing needs. On-call responsibilities are included. Potential candidates must have one year of experience working with the frail elderly, one year relevant experience and a graduate of an accredited school of nursing, college or university with licensure and current registration as a RN in NYS. Interested applicants are encouraged to apply via the website at www.chsbuffalo.org/apply.

Qualifications/Skills Potential candidates must have one year of experience working with the frail elderly, one year relevant experience and a graduate of an accredited school of nursing, college or university with licensure and current registration as a RN in NYS.

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/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.

Roswell Park Cancer Institute, Buffalo, NY

Position Title: Patient Access Representative Trainee #4797

POSITION DETAILS

Part Time

High school/GED Required

Position Description The Patient Access Representative Trainee participates in scheduling of new to institute and new to service patients. They are responsible for the effective and timely entry of patients into Roswell Park Cancer Institute, coordinating and making arrangements for all access-related activities including data gathering, triage, communicating with referring physicians, scheduling visits and pre-visit diagnostic tests, communicating expectations to patients, communicating with disease-site teams, and providing insurance and financial clearance for new visits. The Patient Access Representative Trainee pre-registers new to institute and new to service patients when new patient appointment scheduled, confirms that insurance verification is completed prior to patients entry into RPCI system and communicates potential financial issues timely to financial counselors. They will also work closely with Coordinator, SPAR, and other PARS on new patient team as well as with the Supervisor and Senior Director of the Department as requested.

Qualifications/Skills Applicants must have a High School diploma or G.E.D. The preferred candidate will have current experience as a patient access new patient scheduler within the Patient Access Department at Roswell Park. Experience with insurance eligibility verification using various databases including WNY Healthynet, EPACES, Medicare Passport/. CONN EX and ability to call insurance companies to verify eligibility and benefits. Experience obtaining out of network insurance authorizations. 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. Excellent time and attendance record. Excellent customer service experience and current experience within Roswell Park Patient Access Department.

Application Deadline: 2016-11-14

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

Applicant Instructions: apply by referencing posting #4797 to 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: Hospital Clinical Assistant #4798

POSITION DETAILS

Full Time

High school/GED Required

Position Description Under supervision of a registered nurse, the HCA assists with numerous duties involving direct and indirect patient care. These duties include providing information to patients and their families on arrival to the unit, assisting in admission/assessment process by taking vital signs, weight and height and documenting parameters on the admission history or center documentation forms. Delivers care or assistance promptly and accurately and in a manner that promotes patient satisfaction. Provides routine nursing care in a safe and accurate manner. Follows and maintains procedures for Standard precautions, isolation and other Infection Control measures. Responds to patient call lights and requests for assistance in a prompt fashion and intervenes appropriately. Safe transportation of patient to diagnostic/treatment areas in a manner that is appropriate to the patients' clinical and age/development status. Assists with clerical work when requested, including answering phones, entering computer data, maintaining medical records, etc. Maintains a neat, clean, orderly and safe patient care environment. Routinely inspects and monitors the quality and condition of supplies; places orders and maintains inventory; distributes inventory to areas as needed; distributes laundry to all areas as needed; monitors all sterile goods for damage and expiration date; monitors oxygen supply equipment and assures that adequate supplies are available; routinely takes inventory of supplies in assigned work area; monitors call lights as needed.

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 have experience in a hospital, institute, or medical related field and have training as a Nurses Aide.

Application Deadline: 2016-11-14

Salary/Rate of Pay: \$27,335 annually, RPCI offers a comprehensive benefits package.

Applicant Instructions: apply by referencing posting #4798 to 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: Medical Records Associate I #4794

POSITION DETAILS

Full Time

High school/GED Required

Position Description The Medical Records Associate I sorts, preps and scans paperwork for EMR as well as answers the phone and triages requests received in the file room.

Qualifications/Skills Applicants must have successful completion of Health Information AAS curriculum; or Successful completion of an accredited medical office assistant education program and the equivalent of six (6) months of full-time clinical or administrative health care experience; or a High School diploma or G.E.D. and the equivalent of one (1) year of full-time clinical or administrative health care experience; or a High School diploma or G.E.D. and the equivalent of six (6) months of full-time RPCI clinical/administrative health care experience.

Application Deadline: 2016-11-13

Salary/Rate of Pay: \$27,335 annually, RPCI offers a comprehensive benefits package.

Applicant Instructions: apply by referencing posting #4794 to 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.

US Energy Development Corporation, Getzville, NY

Position Title: IT Support (Part Time)

POSITION DETAILS

Part Time

Associates Required

Position Description U.S. Energy Development Corporation is adding an IT Support Generalist to their team in Getzville, NY. This position will be reporting to the IT Manager. This is a part time position with flexibility in the work schedule. The office is open Monday through Friday from 8:00 AM to 6:00 PM. The IT Support Generalist is responsible for performing IT Service Desk operations which interface with end users of IT systems from U.S. Energy and its subsidiaries. These operations include answering the IT Service Desk inquiries, recording problems/requests, providing Level-1 technical support for troubleshooting and resolving open issues, forwarding Level-2 and higher issues to the proper IT resources for resolution, and following up with both end-users and IT personnel on project status. The IT Support Generalist will be responsible for the initial reception, triage, and documentation of all U.S. Energy IT issues being logged via the U.S. Energy IT Service Desk. It is expected that a successful IT Support Specialist will be able to create a superior customer service environment, while also being able to diagnose and resolve most issues on the initial customer contact. This position will also assess the severity of problems related to business impact and determine appropriate course of action required for each problem. This position must develop and maintain good working relationships, resolve problems, and positively influence others. Key Responsibilities: IT Service Support: •Answer the inquiries coming to the IT Service Desk station. •Gather pertinent information about problems/requests. •Enter the incident into IT Service Desk Software System. •Strive to resolve a majority of issues directly. •Escalate open tickets to proper IT Staff for problem resolution. •Follow up with end-users and IT Manager on status. Communications Support: •Support for the phone system, cell phones and voicemail system. Executing Procedures: •Network, email, print queue management, business systems. Documentation: •Maintain working knowledge of the utilized technology to provide support. •Increase communication of Information Technology's activities and procedures. •Maintain inventory of corporate IT assets. IT Service Desk Development: •Increase initial inquiry resolution through standard documentation. •Continuous improvement of communications and IT Service Desk programs. •Maintain all IT documentation Including the IT library and supplemental information. •Work towards best practices. Technical Assessment: •Hardware installation, maintenance and support. •Software installation, maintenance and support. •Network maintenance and support.

Qualifications/Skills •Verbal and written communication skills which are geared towards customer satisfaction. •Ability to identify, research, and resolve IT level-1 issues in a timely manner, and quickly escalate non-resolvable issues to the appropriate IT team. •Proficiency in areas relating to computer hardware, computer operating systems and desktop applications. •Commitment to ongoing training and new system implementation. •Demonstrated ability to manage priorities and handle multiple tasks successfully. •Demonstrated ability to handle complex communication situations with the end users independently. •Ability to develop effective working relationships with co-workers and administration. •Ability to make contacts with other departments, requiring judgment to ensure effective support. •Customer service skills. Required Experience: •Progress toward a Degree or Trade School Certificate, in Information Technology or equivalent is desired. •1+ years IT-related job experience desired, equivalent education may be substituted. •Familiarity with Windows operating systems, Microsoft Office Suite and hands on working knowledge of the PC environment hardware and software is a requirement. •Must have the ability to work closely with both end-users and IT staff in providing solutions to system problems. •Must have exceptional verbal, written and communication skills, as well as have good public relations skills. •Must have commitment to ongoing education and development of self and others. •Must be able to communicate via telephone and electronically with team members and customers. •Must be able to hear/understand/speak with team members at all levels within a diverse workforce. •Must be able to lift documents/work materials up to 50 pounds in weight.

Application Deadline: 2016-10-31

Salary/Rate of Pay: \$15.00

Applicant Instructions: Please submit resume and cover letter to careers@usedc.com

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

Organization Description: U.S. Energy Development Corporation is a 30 year old, vertically integrated, independent oil and natural gas driller and producer. With the goal of improving energy independence in the United States, the company is very active in the acquisition of income-producing properties and new drilling opportunities. We are a proven operator with respect to more than 2,500 wells over the past 30 years throughout ten states and Canada, with a current lease inventory in excess of 300,000 acres. We are also an active Joint Venture partner and have teamed with many of the nation's largest oil & gas drilling companies.

Capello Salon and Spa

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

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

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

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

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

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: 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

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: 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.

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.

Opportunities Unlimited of Niagara, Niagara County, NY

Position Title: RN/Clinical Specialist

POSITION DETAILS

Full Time

AssociatesRequired

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.

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.

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

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.

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.

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.

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

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

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 - 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.

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.

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

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

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: 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

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: 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

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: 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

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: 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

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 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 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 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 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 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 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 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 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

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

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

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!

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.

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.

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.

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

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

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

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 CoMorbidity 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
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

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

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
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 or fax resume 718-475-1703

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

Organization Description: Licensed home health care agency
