
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

November 3, 2016 - Open Interviews for Experienced RN's, RN Clinical Nurse Managers, HHA's

POSITION DETAILS

Full Time & Part Time

Open Interviews for Experienced RN's, PT's, RN Clinical Nurse Managers, HHA's November 3, 2016 12:30p – 3:30p Catholic Health Administrative Training Center 144 Genesee Street, Buffalo, NY 14203 Bring your resume to interview or apply online prior to interviews - www.chsbuffalo.org/careers/homecare

Qualifications/Skills HS/GED NYS RN License

Salary/Rate of Pay: DOE

Applicant Instructions: Bring your resume to interview or apply online prior to interview www.chsbuffalo.org/careers/homecare

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: Prior Authorization Representative II #4829

POSITION DETAILS

Full Time

Associates Required

Position Description The Prior Authorization Representative II assumes responsibility for the day-to-day coordination of the prior authorization process, financial assistance programs, drug replacement programs, Off-Label prior authorization management, denials management, and coordination of new programs; assists in establishing department procedures, training, technology competencies and internal and external web based insurance software programs, as well as prior authorization management of the EMR/EHR, GUI, and Pharmacy Systems; performs additional operational duties as required.

Qualifications/Skills Applicants must have an Associate's degree and the equivalent of one (1) year of full-time hospital experience in prior authorization or similar work/educational experience. The preferred candidate will have working knowledge of GUI (Invision) & EMR or similar systems related to demographic, medical and/or diagnostic coding as well as familiarity with ICD9 /ICD10 codes.

Application Deadline: 2016-12-01

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

Applicant Instructions: apply by referencing posting #4829 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: Prior Authorization Supervisor #4828

POSITION DETAILS

Full Time

Associates Required

Position Description The Prior Authorization Supervisor will be responsibility for the day-day coordination of the prior authorization process, provides clinical oversight to the Prior Authorization Team, operations and clinicians; supervises Prior Authorization Representatives; performs evaluations, oversees financial assistance programs, drug replacement programs, Off-Label prior authorization management and denials management, serves as the liaison to the provider, specialist, clinician/clinic; collaborates with the Pharmacy Administrator in managing/coordinating new programs and prior authorization initiatives assists in establishing policies and procedures, clinic and department training, technology competencies and internal and external web base insurance software programs, as well as prior authorization management of the EMR/EHR, GUI, and Pharmacy Systems; performs additional operational duties as required.

Qualifications/Skills Applicants must have an Associate's degree in a healthcare related field and the equivalent of three (3) years of full-time clinical hospital experience in prior authorization or similar work experience. The preferred candidate will have Working knowledge of GUI (Invision) & EMR or similar systems related to demographic, medical and/or diagnostic coding as well as familiarity with ICD9 / ICD10 codes.

Application Deadline: 2016-12-01

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

Applicant Instructions: apply by referencing posting #4828 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.

Current Hospitality Group, Buffalo, NY

Position Title: Location Manager

POSITION DETAILS

Full Time

High school/GED Required

Position Description To ensure the seamless running of the Cafe in the most efficient and effective manner delivering the highest possible standards of service, whilst being pro-active in maintaining and/or improving turnover and profitability

Qualifications/Skills Must be a good multi-tasker, great leader & motivator. Great verbal communication skills. Knowledge of inventory & ordering processes.

Application Deadline: 2016-12-15

Salary/Rate of Pay: based on experience

Applicant Instructions: email to tbdour@currenthospitalitygroup.com

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

Organization Description: The Lunch Box is a cafe and catering company serving fresh, honest food and specializing in great customer service!

Sodexo, Williamsville, NY

Position Title: HR Specialist - Contact Center

POSITION DETAILS

Full Time

High school/GED Required

Position Description Sodexo is seeking a Human Resource Specialist – Contact Center with our Corporate Human Resources Group. This position is based out of Williamsville NY office. This position will support the Monday through Friday shift from 11:30 AM to 8:00 PM (EST). Reporting to the PeopleCenter Manager, this position will manage a large variety of human resources questions with the ability to manage and resolve or escalate as appropriate in accordance with Sodexo policies and service level

agreements. Responsibilities are as follows: Receives and manages large volume of diverse human resources requests through three primary contact channels (phone, email, and web-to-case) Understands and communicates proper Sodexo policy and procedure to employees in spirit of timely and effective resolution Manages service request assignments and identifies and escalates priority issues when necessary Maintains a focus on customer service and company values through a commitment to customer service, dependability, and reliability. Ensures proper service request documentation and management to ensure capture of all relevant information and integrity of case records Maintains strict confidentiality for employee information Applies up to date HR practices and guidance, strong written and oral communication, commitment to customer service and problem solving, as well as working well in a team-oriented dynamic. Preference for bilingual candidates; the ability to speak Spanish language will assist in managing this workforce. Sodexo is the 18th largest employer worldwide and prides itself with great work-life balance opportunities. Sodexo is a stable company offering robust benefit packages for its employees.

Qualifications/Skills The ideal candidate will have the following preferred background/skill-set: 2-4 years' experience, preferred in Human Resources related field Experience working in a virtual call center/contact center preferred but not required Working knowledge of SLAs preferred Experience working with large volume or transactional based requests by web, phone and email Excellent interpersonal skills with the ability to work individually and with others Strong time management skills and ability to effectively resolve problems Experience with Microsoft Office including Outlook, Word, Excel & Power-Point, Salesforce, ADP Enterprise HR (EV4) Strong focus on customer service and demonstrated experience serving clients & customers

Application Deadline: 2016-11-30

Salary/Rate of Pay: salaried with benefits

Applicant Instructions: <https://external-careers-sodexo.icims.com/jobs/56492/human-resources-specialist---contact-center/job>

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

Roswell Park Cancer Institute, Buffalo, NY

Position Title: Project Assistant #4817

POSITION DETAILS

Full Time

Associates Required

Position Description The Project Assistant will assist with administrative and managerial direction of an intervention study involving breast cancer patients and physical activity. The Project Assistant will be involved will all aspects of the trail including patient recruitment, ascertainment of study eligibility and consenting, participant education and monitoring, supervision of participant workouts, and coordination of participant follow-up. The Project Assistant will also be asked to maintain a tracking database of study participants, coordinate biospecimen collection and processing of specimens and conduct participant interviews and testing during the pre-intervention and post-intervention study visits. The Project Assistant will work with study investigators in developing and submitting required trial related reports and will abstract clinical data from the electronic health record of each participant. Other tasks may include training and new personnel and students on study protocols. 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

Qualifications/Skills Applicants must have a Bachelor's degree in an appropriate field and the equivalent of one (1) year of full-time experience in the functional area of assignment; or an Associate's degree in an appropriate field and the equivalent of two (2) years of full-time experience in the functional area of assignment. The preferred candidate will have a minimum of a Bachelor's degree and 2 years experience with day-to-day management of human clinical or epidemiologic research studies, or a Master degree with 6 months experience. Database design and management and clinical data abstraction skills and experience. Training in exercise science (not required) The preferred candidate will also have excellent communication skills, experience interacting and working with both clinical staff and patients and experience training students/personnel on research protocols.

Application Deadline: 2016-11-27

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

Applicant Instructions: apply by referencing posting #4817 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.

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.

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.

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.

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

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.

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.

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

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.

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

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

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 CoMorbid medical problems with addiction and Mental Health

Salary/Rate of Pay: Negotiable

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

Edison Home Health Care Agency, Buffalo, NY

Position Title: Per Diem Nurse

POSITION DETAILS

Part Time

Associates Required

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

Application Deadline: 2017-12-01

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

Email for Candidates: ariellal@edisonhhc.com

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
