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**Seneca Nation Health Systems, Salamanca, NY**

**Clinical Nurse I/LPN**

Rate: Grade 7

**Application Deadline: 7/28/2017**

Job Description: Provides professional nursing care under supervision, for assigned patients in medical clinic, according to established standards and practices. Reports directly to Clinical Nurse Supervisor.

Minimum qualifications: Completion of an accredited Licensed Practical Nursing training program. Must have 6 months to 1 year of clinical nursing experience. Current New York State licensure as a Licensed Practical Nurse.

The application is available on <http://www.senecahealth.org> under *Career Opportunities* tab.

**Diabetes RN Case Manager/CDE(Certified Diabetes Educator)**

Rate: Grade 10

**Deadline: open until filled**

Job Description: The Diabetes RN Case Manager/CDE will be primarily responsible for tracking persons with diabetes, providing individualized case management, group education and insuring health team collaboration for the purpose of improving patient outcomes. The RN Case Manager/CDE will perform the primary functions of a Registered Nurse in assessing, planning, implementing and evaluating the care of patients with diabetes, pre-diabetes and gestational diabetes. They will also provide diabetes and pre-diabetes education using the established guidelines from Indian Health Service, and American Association of Diabetes Educators Organizations and SNHS Medical Director. This employee will function according to NYS Nursing Law and I.H.S. standards of care for patients with diabetes, pre-diabetes and gestational diabetes. Another component of the RN/CDE aspect of this position is assuring that all attempts are made to holistically treat diabetes, pre-diabetes and gestational diabetes. Other duties include assisting with the planning and implementation of community-based diabetes activities and education programs.

Minimum qualifications: NYS Registered Nurse, (Bachelor's degree preferred), verifiable Certified Diabetes Educator status.

Candidate must have at least 2 years RN experience in diabetes care, treatment and education at the community level.

The application is available on <http://www.senecahealth.org> under *Career Opportunities* tab.

mail, fax or email application, along with your resume to:

Destiny Alvarado-Sampson; Human Resources

Lionel R. John Health Center

PO Box 500

Salamanca, NY 14779

Fax: 716-945-5889

Email: [Destiny.Alvarado-Sampson@SenecaHealth.org](mailto:Destiny.Alvarado-Sampson@SenecaHealth.org)

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**Sumitomo Rubber/Premise Health (formerly Dunlop), Tonawanda, NY**  
**per diem RN**

to work onsite in an occupational health clinic that is staffed 24/7. The candidate would need to have availability for 11pm-7am. Guaranteed one shift per week however it could be potentially full time work for the right candidate. The Nurse would be working alone in a very quiet setting. Great position for a student working on BSN or NP to study. Responsibilities include administering first aid for minor injuries, well visits with BP checks, audiograms, urine drug screens. Clinic manager NP on call 24/7 to give orders or to call for support. Training would be provided for all responsibilities. New Grads welcome to apply. Hourly rate \$33 per hour.

Call Andrea Slazyk RN, BSN, MSN, ANP-BC – Center Operations Director

Premise Health

Main: (716) 879-8214

[premisehealth.com](http://premisehealth.com)

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**Jericho Road Community Health Center, Buffalo, NY**

LPNs needed. Please contact Ashley Farrell by email [Ashley.farrell@jrhc.org](mailto:Ashley.farrell@jrhc.org) or at 716-348-3000 X438

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

Position Title: Human Resources Associate #5294

**POSITION DETAILS**

Full Time

Associates Required

**Position Description** The Human Resources Associate provides human resources services to the Institute with primary responsibilities in Classification and Compensation, as well as providing HR Generalist services in the areas of Employee & Labor Relations, Employee Benefits and Talent Acquisition. The HR Associate answers a high volume of phone calls from employees, applicants and managers for all HR related needs; directs and assists callers, walk-ins and appointments. Sorts mail, files a large volume of paperwork and documents, assists HR Administrators, Managers and other HR team members in day-to-day functions. The HR Associate performs sensitive and detailed administrative duties for Classification and Compensation, develops and maintains documents and manages document flow, tracks office activities, evaluates process flows and recommends solutions to optimize efficiency. The HR Associate responds to management and staff inquiries regarding compensation matters, coordinates periodic board level meetings and related logistics, participates in testing, data entry and maintenance of data information systems, performs high-level support work that requires a great degree of tact and integrity due to the frequency of senior level internal and external contacts and the high degree of exposure to confidential data.

**Qualifications/Skills** Applicants must have an Associate's degree in Business, Human Resources or a related field and the equivalent of one (1) year of full-time experience in human resources, human resources information systems, or a related field; or a High School Diploma or High School Equivalency Diploma and the equivalent of three (3) years of full-time experience in human resources, human resources information systems, or a related field. The preferred candidate will have human resources experience or a human resources related degree, customer service experience, experience in a healthcare setting and strong administrative experience. The preferred candidate will have the ability to maintain a large workload, handle multiple priorities and meet deadlines in a fast paced environment. The preferred candidate will have impeccable communication and customer service skills, the ability to work effectively independently and with a team and have the ability to work with highly confidential information. 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

**Application Deadline: 2017-08-18**

Salary/Rate of Pay: \$43,888 annually, HRI offers a comprehensive benefits package.

Applicant Instructions: apply by referencing posting #5294 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)Website: <http://www.roswellpark.org>

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

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**Key Resource Group, LLC , Buffalo, NY**

Position Title: LPN

**POSITION DETAILS:** Part Time

**Position Description** A Buffalo, NY medical group is searching for a LPN on a part-time, direct hire basis to provide exceptional patient care. Responsibilities include: Patient triage Answering phone calls Rooming patients Taking vitals and health histories Monitoring sedations Candidates must be flexible, able to multitask, and help out in the office wherever needed. Strong organization and time management skills are also required to succeed in this position. Hours: Monday, Tuesday & Thursday , 8-4:30pm. No nights or weekends! Paid parking. Position pays up to \$21.00/hr depending on experience. Submit your resume today to explore this opportunity in confidence.

**Qualifications/Skills** 2+ years of LPN experience required Valid NYS LPN License required Prior dental experience a plus Charisma, personable and warm

**Application Deadline: 2017-08-12**

Salary/Rate of Pay: Up to \$21/hr

Applicant Instructions: Please email resumes to Tiffany at [tdillon@krgstaffing.com](mailto:tdillon@krgstaffing.com)

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**HR Works, Inc. Williamsville, NY**

Position Title: Medical Records Coordinator

**POSITION DETAILS**

Full Time

High school/GED Required

### Position Description

People who know William Mattar Law Offices know: Hurt in a Car? Call William Mattar. William Mattar opened the doors to this law firm with one goal in mind: helping people. And that's why William Mattar decided to focus the law firm's legal practice on motor vehicle accident cases. "Helping people is what we do." JOB SUMMARY: Medical Records Coordinator is responsible for requesting medicals records, making follow up calls to medical providers and coordinating payments for medical records. • Responsible for processing incoming and outgoing mail and maintaining closed client files. • Request medical records pursuant to client requests • Make follow up calls to medical providers regarding status of medical records requests • Process outgoing mail for the firm for pick-up and delivery to the mailbox/post office • Receive all incoming mail and forward it to Document Processing Department • Coordinate payments for medical record • Maintain closed client files • Effectively utilize case management software to manage workload, document all work, case expenses and payments, and communicate with firm employees

### Qualifications/Skills

High school diploma is required. PERKS!/: Our firm offers generous Paid Time Off (PTO) to help its employees keep their work/life balance. TO APPLY, Please use link provided:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=mattar&jobId=39982&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=mattar&jobId=39982&lang=en_US&source=CC3) Those candidates whose experience best meets our requirements will be contacted. William Mattar, P.C. is an Equal Opportunity Employer.

**Application Deadline:** 2017-07-31

**Salary/Rate of Pay:** Depending on experience

**Applicant Instructions:** TO APPLY, Please use link provided:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=mattar&jobId=39982&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=mattar&jobId=39982&lang=en_US&source=CC3)

Organization Description: People who know William Mattar Law Offices know: Hurt in a Car? Call William Mattar. William Mattar opened the doors to this law firm with one goal in mind: helping people. And that's why William Mattar decided to focus the law firm's legal practice on motor vehicle accident cases. "Helping people is what we do."

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### **trés Auraé spa, Williamsville, NY**

Part-time LMT

-looking for part time---a few days a week

-pay is commission when doing massage, hourly when not, keep all your tips

-Massage Therapist would need to be able to do swedish, deep tissue, hot stone, etc.

Our website is [www.spabuffalo.com](http://www.spabuffalo.com)

Please apply ASAP

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

Director of Imaging Services

Responsible for the planning, development, coordination and supervision of the Imaging Department and related services that include diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound and nuclear medicine. The incumbent plans and directs daily and long-term operations such as strategic planning, imaging safety, budgeting and marketing. Work is performed under the general direction of the Senior Vice president of Operations. Supervision is exercised over technical and clerical staff.

#### Job Responsibilities:

- Directs the activities of staff in technical, support, and operational roles for the Imaging Department and related services
- Develops, implements and maintains goals, objectives, policies and procedures for department operation
- Manages regulatory compliance tasks, quality assurance, process improvement and quality improvement programs in accordance with laws, regulations, accreditation agency standards and ECMCC policies and procedures;
- Monitors and evaluates department performance
- Collaborates with ECMCC personnel and business partners to develop and implement initiatives for new services, enhancement of current services and create additional forms of revenue
- Assists in the development of operational and capital budgets, as well as monitors budget performance against allocated funds
- Manages the hiring, promotion, discipline and discharge of personnel; monitors staffing to maintain appropriate personnel levels
- Participates in the selection of competency indicators and ensures completion of competencies
- Develops and administers professional development initiatives for personnel such as in-service training sessions and conferences
- Meets with vendors to discuss existing and new industry related products and procedures and educates staff on what's relevant;
- Evaluates physical condition of equipment and supply quantities, as well as purchases technical equipment and supplies when needed
- Acts as an educational resource and provides consultation to medical, nursing and administrative staff
- Participates in and organizes meetings and committees.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of

- Modern methods and procedures of imaging and radiologic technology;
- The operation of various types of imaging and radiologic equipment;
- Laws, rules, regulations and accreditation standards as they relate to imaging and radiology;
- Safety protection and hazards of radiation; good knowledge of anatomy, principles of physics and electricity;

Proficient knowledge of:

- Darkroom procedures as it applies to imaging and radiologic technology;
- Hospital budgetary and financial systems;

Ability to:

- Plan, implement and evaluate programs;
- Plan, direct, evaluate, and educate others
- Research and comprehend industry trends affecting imaging and radiologic technology;
- Compile information and prepare reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Manage multiple priorities;
- Utilize a variety of electronic software applications;
- High degree of accuracy; initiative; resourcefulness; sound judgment;
- Capable of performing the essential functions of the position with or without reasonable accommodation.
- Team Focused Leader

Minimum Qualifications:

- 5-9 years experience as a Radiologic Technologist, 3 years of which in a supervisory position
- A 2 year approved course in Radiologic Technology required
- A 2-4 year college degree strongly preferred
- Experience in a union environment preferred
- Possession of a license and current registration to practice as a Radiologic Technologist as issued by the New York State Department of Health at time of appointment
- Possession of an American Registry of Radiologic Technologist (ARRT) Certification at time of appointment; and
- Possession of a Cardiopulmonary Resuscitation (CPR) Certification as issued by the American Red Cross at time of appointment.

To apply, please send resumes to:

Catapult: Paige Gullotti at [paige@catapultsuccess.com](mailto:paige@catapultsuccess.com)

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## **Kalos Health, Niagara Falls, NY**

Position Title: Member Services Representative-

### POSITION DETAILS

Full Time

Associates Required

Position Description We have 2 positions available! One must be fluent in Spanish or Russian. The Member Services Representative (MSR) is responsible for providing efficient and courteous customer service of the member population through telephonic and personal contact. Articulates general program information to the community and resolves and documents customer complaints or refers to higher levels of operation for resolve. Maintains member and member-related records, collects and tracks billing utilization information. Maintains contact with the member and/or responsible parties and the providers servicing the member as needed in an effort to close gaps in care and/or services and reduce urgent care and hospitalizations after transitions occur across the various service lines. Works under moderate supervision and in tandem with Member Services Coordinator, Quality Assurance, Care Managers, Interdisciplinary Team, Director of Clinical Operations and Medical Director to monitor, plan, implement, coordinate, and evaluate services and outcomes in an effort to maximize the health, well-being and satisfaction of all members under their direct operational survey. This is a full-time position, and days are Monday through Friday, with hours that vary based upon operational and staff demands. Occasional evening, weekend and holiday work may be required.

Qualifications/Skills High school diploma or equivalent required. Associates degree in related discipline preferred. Minimum of one year experience in a customer service role involving telephone contact required. In healthcare setting is preferred. Bilingual in Spanish or Russian language required in one of the MSR positions. Knowledge of personal computers, including MS Word and Excel and data entry systems preferred. Must have excellent problem solving and communication (both oral and written) skills. Team player, but also has ability to work independently, handle multiple assignments and prioritize workload.

**Application Deadline:** 2017-09-01

Salary/Rate of Pay: hourly rate

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

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

Organization Description: "Kalos Health", formerly "First Choice Health," is a New York State authorized Managed Long Term Care

Plan (MLTCP) that helps individuals 18 and older with a chronic illness and/or health disability. We will work closely with members, physician(s), family and caregivers to give members the health services and personal care they need. Our goal is to help them remain in their home with assistance from our personalized care management and network of care providers. Kalos Health utilizes experienced RN Care Managers to develop a comprehensive team of professionals that provide access to care 24 hours a day, 7 days a week, 365 days a year.

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### **Aspire of Western New York, Cheektowaga, NY**

Position Title: Certified Medical Assistant

#### POSITION DETAILS

Full Time

Associates Required

Position Description The Certified Medical Assistant will promote fluent patient interaction and direction in the clinic through the performance of tasks within his/her scope of practice. The Certified Medical Assistant will provide administrative support services to providers and clinical staff at the Aspire Health Care Center.

Qualifications/Skills Associates Degree from an accredited Medical Assistant program; CMA (AAMA) required; strong knowledge of medical terminology as it relates to medical visits, procedures, hospitalizations, urgent care events and transcriptions. Demonstrates exceptional communication skills: written and verbal. Demonstrates at a minimum, knowledge and facility with Interger, Vitera and Microsoft Office Suite.

**Application Deadline: 2017-12-31**

Salary/Rate of Pay: competitive wages and excellent benefits

Applicant Instructions: Apply to: Human Resources Department, Aspire of WNY, 2356 North Forest Road, Getzville, NY 14068, fax 894-6130, jobs@aspirewny.org.

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

Organization Description: At Aspire of WNY, for 70 years, our foundation is in providing person-centered services for individuals with disabilities and their families. We are driven by the core belief that children and adults with developmental disabilities have the right to realize their full potential and live as independently as possible.

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### **Neurosurgery Practice, Buffalo, NY**

Position: Full Time Certified Medical Assistant; full time employment with benefits

Dr. Eric Roger (Neurosurgery); 700 Michigan Ave, Suite 210; Buffalo, NY 14203

Contact Joulet Roger @ 716-418-3748

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### **Catholic Health Home & Community Base Care**

Immediate Openings at:

Father Baker Manor - The McAuley Residence - Mercy Nursing Facility at OLV - St. Catherine Labour Health Care Center

Positions: • RN Resident Care Coordinators (RCC)\* • RNs\* • Nursing Supervisors\*\*

Requirements: Graduate of accredited school of nursing/practical nursing and Current New York State Registered Professional Nurse license required; RCC role requires one year of RN experience in a clinical setting.

Great pension plan and excellent benefits!

To view all current opportunities and upcoming events, please visit: [chsbuffalo.org/Careers](http://chsbuffalo.org/Careers)

Join the Largest WNY Healthcare Network!

### **Neiman Dermatology, Williamsville, NY**

LPN/RN for busy Dermatology Practice . Currently hiring Part time with future full time potential.

Looking for highly motivated and compliant nurse to fulfill the duties of a busy dermatology practice.

Experience not necessary, we will teach you everything you need to know!

Qualifications: Licensed in New York State. EMR experience a plus! Good with written & oral communication, and open to an ever-changing work environment.

compensation: hourly

Fax resume & cover letter to 716-689-0149

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### **Pediatric Office - WNY**

Part-time Licensed Practical Nurse for a busy Pediatric office .

Graduate of an accredited LPN program, current NYS registration as a Licensed Practical Nurse

EMR experience preferred

Fax 716-674-7615 or email: [pediatricofficereply@gmail.com](mailto:pediatricofficereply@gmail.com)

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

Position Title: Nurse II #5302; Nurse II #5301 (Night Shift); Nurse II #5300 (Night Shift)

**POSITION DETAILS**

Full Time

Associates Required

**Position Description** Roswell Park Cancer Institute is seeking a full-time Nurse II on the day shift. The Nurse II must be able to assume the care of patients in this medical/surgical setting and is responsible for managing/coordinating patient care and unit based activities. The nurse will also supervise all nursing personnel on assigned shift and unit, make patient care assignments based on job descriptions and individual staff capabilities, assess plans, implement and evaluate patient care and implement the performance appraisal process of subordinates on assigned shift. The nurse must demonstrate the ability to work with staff members in the identification and resolution of problems related to the management and function of all nursing areas, demonstrate knowledge of institute and departmental organization, utilize appropriate channels of verbal and non-verbal communication skills and participate in in-service and staff development programs and demonstrate professional conduct in the work environment.

**Qualifications/Skills** License Requirement License to practice as a Registered Nurse in the State of New York. Education and Experience 1. Graduation from an accredited school of nursing and the equivalent of one (1) year of full-time oncology nursing experience; or 2. Graduation from an accredited school of nursing and the equivalent of one (1) year of full-time critical care experience; or 3. Graduation from an accredited school of nursing and the equivalent of three (3) years of full-time medical-surgical experience in an acute care setting; or 4. Graduation from an accredited school of nursing, the equivalent of one (1) year of full-time medical-surgical experience in an acute care setting and completion of RPCI nursing orientation with the ability to function independently at a satisfactory level for three (3) months (full-time) as a Nurse I at RPCI. The preferred candidate will have a BSN, OCN certification and one year of medical or surgical oncology experience. Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

**Application Deadline: 2017-08-20**

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

Applicant Instructions: apply by referencing posting #5236 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online)

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

**Organization Description:** Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

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**ECMC, Buffalo, NY/TEK Systems**

**Position:** HIM Coder

- 1.) RHIT (preferred), CPC, CCS or RHIA coding certificate
- 2.) 6+ months experience Emergency Department chart coding. Must have understanding of modifiers. Experience in other outpatient environment may also be applicable.
- 3.) Experience with 3M, Linx and/or Meditech is nice to have, but not required

**Job Description:**

ECMC recently incurred a security breach which has cause significant down time for their HIM charts. They have over 8000 visits that need to be coded to catch up on this backlog. They are entirely manually so all coders need to be onsite. Day to day they will be responsible for coding backlogged ER charts back into Meditech. The production expectation for this environment is 40 charts a day. They use a relational database called Linx to code with 3M in their EHR Meditech software. The goal is for the backlog to be caught up by June 26th and after that the team would support some of the permanent team's vacations to ensure they don't fall behind. This team would be focused on less complicated accounts that are live and current while the permanent team is focused more on complicated paper charts.

The use Linx for their charging system which is a point and click charging system so understanding modifiers in the ED environment is important. Linx charges don't cross over until 8 in the evening to 3M. NYS coders are great because they understand spark credits. They see a varied population being a trauma center so it sometimes takes some searching to capture the true diagnosis. They also have a psychiatric program which has additional unique modifiers

**Applicants contact - ASAP:**

Scott E. Goodwin | Technical Recruiter – Applications – TEK Systems  
W 716.428.5004 | M 716.982.3622 | sgoodwin@teksystems.com  
300 Airborne Parkway, Suite 100, Cheektowaga, NY 14225

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**Roswell Park Cancer Institute, Buffalo, NY/TEK Systems**

Position: Clinical Informatics

Job Description: The Clinical Informatics team is expanding at Roswell Park and being built from the ground up. They will be responsible for the ongoing maintenance and updates for rolling out content related to the EHR. The CIs will document current and future state work flows utilizing Visio and excel as well as develop of training material and content. They will need to multi-task and manage multiple priorities in this role. The vision for the department is to have each 6 Clinical Informatics Specialists each acting as leads around the following initiatives:

- Councils- the goal is to set up councils for Ambulatory, Inpatient and Ancillary that will engage end users in the decision making and design process in order to vet new ideas and requests that are coming in
- Testing- this individual would lead any upgrade testing, write integration test scripts and document testing work flows
- Documentation- this individual should have a strong interest in documentation and will oversee best practices as it relates to documentation for the informatics department
- Order Sets- they have a high amount of order set requests coming in and this individual would work closely with the pharmacy teams to manage order set needs
- Quality initiatives-this individual would drive regulations and meaningful use standards throughout the informatics department
- Ongoing maintenance

Qualifications for this position include working in clinical or health informatics, being able to handle ongoing maintenance and updates for new content related to the EHR AND having a clinical certification that could either be a RN, PA or NP.

**Apply ASAP:**

Scott E. Goodwin | Technical Recruiter – Applications – TEK Systems  
W 716.428.5004 | M 716.982.3622 | sgoodwin@teksystems.com  
300 Airborne Parkway, Suite 100, Cheektowaga, NY 14225

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**Primary Care Office, Kenmore, NY**

Clerical Medical Assistant (non clinical)

Full time

EMR, Medent system , looking for applicants that have Medent experience at least one year.

Send resume with contact information to [ghaddad100@yahoo.com](mailto:ghaddad100@yahoo.com)

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**Catholic Health, Buffalo, NY**

Position Title: Environmental Services Workers – Mercy Hospital  
Hospitality Aides – Training Center on Genesee St

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

**Application Deadline: 2017-07-30**

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**People, Inc. – WNY locations**

Position Title: RNs and LPNs and many other positions available

Apply online: <http://www.people-inc.org/>

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**Catholic Health, Buffalo, NY**

Position Title: Registered Vascular Ultrasound Technologist

POSITION DETAILS

Full Time and Part Time

Associates Required

Position Description Catholic Health, one of the top 100 integrated health systems and the leader in WNY, is currently seeking Registered Vascular Ultrasound Technologists at their Sisters Hospital, Main Street Campus as well as Mercy Hospital locations. These positions are per diem and fulltime and all three shifts are available. The RVT performs a variety of technical procedures that require independent judgment, ingenuity and initiative in the application of non-ionizing high frequency ultrasound waves.

Qualifications/Skills An Ultrasound technologist will demonstrate the ability to, and perform, a variety of technical procedures at a proficient level. One (1) year experience as an RVT required, Registered as an ARDMS (RVT), ARRT (RT-VS), or Registered Vascular Specialist (RVS).

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

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

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

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### **Niagara Hospice, Lockport, NY**

Position Title: Environmental Services Aide

#### POSITION DETAILS

Part Time

High school/GED Required

Position Description Environmental Services Aide Niagara Hospice is looking for a per diem Environmental Services Aide! This position performs a variety of cleaning tasks, laundry and simple maintenance tasks in order to maintain a sanitary, safe, and attractive environment at the facility. The individual in this role is expected to interact with patients and visitors in a warm friendly manner and will always adhere to the premise that this is "HOME" to the patients. Flexible schedule totaling 30 hours a week. Shifts could be 7am-3pm or 11am-7pm and off every third weekend. Supervisor: Director of Support Services Duties and Responsibilities include but are not limited to: Housekeeping Responsibilities: Cleans patient rooms including but not limited to dusting furniture, dust and wet mop floors, vacuuming carpets. Moves furniture and other heavy objects as required utilizing proper lifting techniques. Collects refuse and regulated medical wastes and disposes it according to the established policy and procedure. Adheres to all safety issues relative to medical waste, soiled linen and blood borne pathogens. Empties and cleans waste baskets, relines containers with new liners. Demonstrates accurate knowledge of chemicals used in performing duties. Cleans and disinfects all fixtures, floors, mirrors, windows, doors, countertops and walls of the bathroom. Cleans tops of windows, door frames and high areas using the proper equipment. Cleans communal areas throughout the hospice house. Cleans and maintains office areas. Empties trash, vacuums, cleans furniture, walls and vents. Cleans and maintains the staff lounge and staff locker rooms. Cleans and maintains the family bathrooms and the staff bathrooms. Laundry Responsibilities: Receives and collects soiled linen from the patients rooms. Sorts linens according to type, condition and color. The patient's laundry will be separated and washed individually. Plans daily wash schedule and establishes priorities with the Director of Support Services or designee. Uses standard precautions when handling soiled linen. Loads, operates, and unloads washer/dryer following established methods and formulas. Insures linen weights are accurate and the machine is loaded properly before start of operation. Ensures that the linen room, cleaning equipment carts, and floor is kept neat and orderly. Assists in maintaining the laundry facilities, equipment and supplies. Assists with the preventive maintenance of equipment such as dryer and washer replacement filters and cleaning of lint traps as needed. Returns clean laundry to each individual patient's room.

Qualifications/Skills Education Requirements: High School Diploma or Equivalent Work/Skill/Experience: Ability to comprehend housekeeping operations. Six (6) months to One (1) year experience as a housekeeping aide in a healthcare facility preferred.

**Application Deadline: 2017-09-01**

Salary/Rate of Pay: hourly rate

Applicant Instructions: Apply online today! [www.niagarahospice.org/careers](http://www.niagarahospice.org/careers)

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

Organization Description: Hospice is a way of caring for patients with end-of-life illnesses and supporting their family and loved ones through the illness and dying process. At Niagara Hospice, we believe every day is a gift and we value quality of life for each and every patient. As the only hospice provider in Niagara County, our staff and volunteers take pride in their compassionate service to others.

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### **The Curtiss Hotel, Buffalo, NY**

Position Title: Valet Parking Attendants

#### POSITION DETAILS

Full Time and Part Time

High school/GED Required

Position Description We will be offering free valet parking to all guests of the property and are seeking 20-30 full and part-time valet attendants/captains to start in the next 30-60 days. Multiple valet positions and shifts available including days, nights & weekends from lead valets with experience to those requiring training. If you possess a valid NYS Drivers license, are energetic with a great positive attitude and are seeking above average earnings potential we encourage you to apply.

Qualifications/Skills Drivers License



**Application Deadline:** 2017-08-05  
Applicant Instructions: Email  
Email for Candidates: danielle.lamoy@curtisshotel.com  
Website: <http://curtisshotel.com/>

**Organization Description:** Redefining Downtown Elegance This 5-Star boutique hotel is being built inside of the renovated historic landmark Harlow C. Curtiss building located at 210 Franklin Street in downtown Buffalo, NY. The hotel will feature 68 ultra-luxurious, high-tech rooms and breathtaking wedding, special event, & conference style meeting spaces. Curtiss Hotel's amenities are unlike anything Buffalo, New York has ever seen before. High-speed elevators whisk you onto your floor or our rooftop lounge with spectacular panoramic views of downtown Buffalo, Lake Erie, and the Canadian shoreline. The Chez Ami – a 200+ seat casual upscale restaurant with year-round patio seating along West Huron Street features world class dining and Western New York's only revolving bar. An area adjacent to the valet porte cochère and main entrance-way will feature Buffalo's first and only all-weather Urban Hot Springs experience.

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### **The Curtiss Hotel, Buffalo, NY**

Position Title: Front Desk Attendant

#### **POSITION DETAILS**

Full Time

High school/GED Required

**Position Description** Meets and exceeds Guest and team member expectations by providing exceptional service and team work by: A strong desire to succeed and be the very best hospitality provider in Western New York Providing value added service to Guests by doing whatever is reasonable and possible to meet or exceed Guest expectations Communicating effectively with Guests, co-workers and Supervisors Demonstrating teamwork by cooperating and assisting co-workers as needed Handling difficult situations effectively To adhere to the spirit of hospitality by assisting of accommodating our Guests requests. Offer alternatives instead of saying "No" To practice the 10/5 Rule! In all Guest contact interactions: within 10 feet of the Guest, make eye contact, smile and within 5 feet, give a hospitality welcome: hello, thank you for staying with us, etc. Personally introduces himself/herself to the Guests in order to obtain feedback regarding the Hotel and provide a hospitable atmosphere Demonstrates professional and technical knowledge by: Having a full understanding of the Property's Management System Knowing how and where to post all charges and cashier functions Ensures Guests receive hospitable service at the front desk by: Communicating clearly and courteously Promptly and professionally checking Guests in/out of the Hotel Be familiar with Hotel layout and locations of other departments Promote the Hotel and its features Be familiar with city events and locations Assist other departments and co-workers from other departments

**Application Deadline:** 2017-08-05  
Applicant Instructions: Email  
Email for Candidates: danielle.lamoy@curtisshotel.com  
Website: <http://curtisshotel.com/>

**Organization Description:** Redefining Downtown Elegance This 5-Star boutique hotel is being built inside of the renovated historic landmark Harlow C. Curtiss building located at 210 Franklin Street in downtown Buffalo, NY. The hotel will feature 68 ultra-luxurious, high-tech rooms and breathtaking wedding, special event, & conference style meeting spaces. Curtiss Hotel's amenities are unlike anything Buffalo, New York has ever seen before. High-speed elevators whisk you onto your floor or our rooftop lounge with spectacular panoramic views of downtown Buffalo, Lake Erie, and the Canadian shoreline. The Chez Ami – a 200+ seat casual upscale restaurant with year-round patio seating along West Huron Street features world class dining and Western New York's only revolving bar. An area adjacent to the valet porte cochère and main entrance-way will feature Buffalo's first and only all-weather Urban Hot Springs experience.

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### **Elderwood - WNY area**

#### **Position Title: Free CNA Training**

**Position Description** This is a non-paid CNA training class that will run for three weeks, Monday thru Friday from 8a-4p. Classes begin on a rolling basis Are you looking to begin a CNA career? Elderwood offers free training classes! We will be starting our next 3 week session soon! Nursing Assistant Trainees (CNA) participants train as a student in a Nursing Assistant (CNA) 100-Hour Training Program and completing CNA certification within 120 days of training start date. Classes run for three weeks, unpaid. At completion of the course Elderwood will pay for your certification and evaluate students for employment as a CNAs for either 6a-2p; 2p-10p; or 10p-6a shifts.

Qualifications/Skills 1. Eighteen (18) years of age required; high school diploma or equivalent required. Successful completion of program required entrance testing and application process. 2. No findings or convictions of resident abuse, mistreatment and misappropriation of property through any current or previous licensing agency.

Salary/Rate of Pay: Free Training Class

Applicant Instructions: Email for interest: [eprzybysz@elderwood.com](mailto:eprzybysz@elderwood.com)

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

Organization Description: Elderwood is a strong and growing company that is truly invested in its employees. We just recently increased our wages and offer an excellent benefits package, including health, dental and vision coverage, paid vacations and holidays, an Education and Tuition Assistance Program and much more.

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#### **Elderwood - WNY area**

Position Title: Registered Nurse

##### POSITION DETAILS

Full Time and Part Time

Position Description Staff Nurses assist in ensuring the general health and well-being of our residents by providing direct nursing care. Direct nursing care of residents encompasses planning, developing, organizing, implementing, and evaluating the care of residents to ensure that the highest degree of quality care and regulatory compliance is maintained at all times.

Qualifications/Skills Possession of a State license/registration to practice as a Registered Licensed Nurse. Minimum of two (2) years nursing experience and at least one year of experience in a leadership role preferred. Possession of a Baccalaureate Degree in Nursing preferred. Ability to supervise and work well with other personnel required. Qualities of maturity, diplomacy, and ability to work well with others required. Caring, respectful attitude towards residents required.

Applicant Instructions: Email resume to [eprzybysz@elderwood.com](mailto:eprzybysz@elderwood.com)

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

Organization Description: Elderwood is a strong and growing company that is truly invested in its employees. We just recently increased our wages and offer an excellent benefits package, including health, dental and vision coverage, paid vacations and holidays, an Education and Tuition Assistance Program, 401k and much more.

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#### **Elderwood – WNY area**

Position Title: Licensed Practical Nurse

##### POSITION DETAILS

Full Time and Part Time

Position Description LPNs: join our growing company and enjoy increased salaries, benefits, and refurbished facilities! Elderwood at Waverly is searching for dedicated Licensed Practical Nurses (LPN) part time on ANY shift (both 8 or 12 hour shifts available) to work at our 202 bed Skilled Nursing facility in Waverly, NY. Enjoy working at our beautifully renovated facility with state of the art equipment! The Licensed Practical Nurse (LPN) duties: The LPN, working part or full time will assist with ensuring the health and well-being of our residents by being responsible for managing the daily clinical regimen of each resident and subacute patient. Our LPNs enjoy a unique opportunity to gain extensive clinical experience and provide advanced care in a home-like setting. We have positions available on our Rehab Unit, Long Term Care Unit and Memory Care Unit! The Licensed Practical Nurse (LPN) Perks: \*Frequent employee appreciation events \*Employee of the month recognition \*Conveniently located \*Enjoy being a part of a strong and cohesive management team -- we welcome staff to share any issues or ideas freely!

Qualifications/Skills 1. Credentials as a Licensed Practical Nurse 2. Training and work experience in a geriatric setting preferred. 3. Ability to supervise and work well with other personnel required. 4. Qualities of maturity, diplomacy, and ability to work well with others required. 5. Caring, respectful attitude towards residents required.

Applicant Instructions: Email Resume to [eprzybysz@elderwood.com](mailto:eprzybysz@elderwood.com)

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

Organization Description: Elderwood is a strong and growing company that is truly invested in its employees. We just recently increased our wages and offer an excellent benefits package, including health, dental and vision coverage, paid vacations and holidays, an Education and Tuition Assistance Program, 401k and much more.

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**Private Duty Home Care – Buffalo, NY** CNA needed for elderly woman in the Buffalo area. If qualified and interested, please contact Kathy Saunders, Chief Student Affairs Officer at Trocaire College at [SaundersK@Trocaire.edu](mailto:SaundersK@Trocaire.edu)

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#### **Hamburg Primary Care, Hamburg NY**

Part-time (18-20 hours/week) LPN needed.

Please apply at [hamburgprimarycare@verizon.net](mailto:hamburgprimarycare@verizon.net) and attach a resume. Our office number is 648-3300, fax is 648-3322 if candidates prefer calling or faxing.

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## **Buffalo Medical Group**

LPN or RN – full-time

Buffalo Medical Group is a multi-specialty outpatient facility that offers a competitive salary with full benefits. We are seeking full-time LPNs or RNs for multiple specialties including Allergy, Orthopedics, OB/GYN, Urology and Central Phones. EMR experience and NYS license required. Flexibility, dependability and dedication to patient service are essential. EOE

Email resumes to: [hr@buffalomedicalgroup.com](mailto:hr@buffalomedicalgroup.com)

For more information about Buffalo Medical Group: <http://buffalomedicalgroup.com/>

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## **PCI, Buffalo, NY**

HELP DESK TECHNICAL SUPPORT

Help Desk - Technical Support

Providing Level 1 & Level 2 Application, PC Hardware, Operating System Help Desk Phone Support and LAN Administration Services. Working as part of a team, within a structured environment, this Help Desk position offers extensive IT growth & learning opportunity. This is a full time position, compensation range is commensurate with experience, includes full benefits and paid parking.

### *Job Requirements:*

- 6 months or more workplace experience in help desk, technical support and customer service
- A+ certification or similar skill set recommended
- Currently reside in the Western New York area
- Possess intermediate application support knowledge
- PC hardware & operating system knowledge
- Must be well organized & possess strong Customer Service skills
- Must possess strong administrative & documentation skills
- Desire to learn, grow & add value
- Skilled in keyboarding
- Knowledge of MS Office Products and support
- Remote user support a plus
- Knowledge of Active Directory and email support
- Ability to work as team member or independently to relay/share information accurately
- Must be able to work flexible hours as needed.

**\*\* Please email resume and Cover Letter to [careers@pcibuf.com](mailto:careers@pcibuf.com) and indicate you heard about position from Trocaire College. responses without resumes and cover letter will not be considered\*\***

To learn more about PCI go to <http://pciconnected.com/>

Personal Computers, Inc. (PCI) is Western New York's Leading Information Technology Service Provider.

For over 34 years, PCI has focused on our Core Client relationships, controlled corporate growth and uncompromised IT Network Infrastructure Support Services. PCI Services include LAN / WAN Network Consulting & Design, Project Management, Systems Integration, Network Support, Desktop Services, Help Desk Services, IT Outsourced Services, IT Lifecycle Management Services, Data Center Hosting, IT Product Distribution and IT Asset Management.

PCI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status. Applicants must be able to successfully pass a drug screening and background check to be considered.

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## **General Physician – Western New York area**

Certified Medical Assistant

OB/GYN department

Please email resumes to Mary Karlis, CMA(AAMA) at [mkarlis@gppconline.com](mailto:mkarlis@gppconline.com)

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## **Niagara Hospice, Lockport, NY**

Position Title: RN- part time

### POSITION DETAILS

Part Time

Associates Required

**Position Description** Hospice Facility Registered Nurse The part time Hospice Facility Registered Nurse accepts responsibility for the delivery of patient care through the process of assessment, evaluation planning, and implementation. Shift is 2 days a week: 6am- 7pm (days to be determined). This RN is responsible for the management of the hospice facility staff in the absence of the Hospice Facility Care Coordinator. Supervisor: Facility Care Coordinator, Director of Hospice Facility Services Duties and Responsibilities include, but are not limited to: Plans and/or monitors delivery of skilled services to ensure positive patient outcomes and directs staff towards completing the same. Monitors medical condition of patients and ensures that hospice staff report appropriate changes. Assists with or directs admission/discharge of patients. Coordinates with nursing staff to ensure nursing and aide care plans reflect hospice needs and monitors the delivery of care to hospice facility patients and families. Ensures an adequate stock of supplies and proper functioning equipment. Assists physicians and NP with examinations, procedures, and processes related to direct hospice patient care. Communicates patient needs to other members of the interdisciplinary care team (i.e., Social Work, and Spiritual Care) and reports appropriate concerns to Coordinator of Hospice Facility Services. Intercedes with families and co-workers as situations require with goal of immediately resolving the same. Provides oversight and direction to hospice staff and provides teaching and mentoring to facility SNF staff relative to enhancing the hospice experience. Maintains a safe, comfortable and therapeutic environment for patient/families in accordance with facility standards. Assist with the orientation, instruction and training of assigned personnel. Responsible for securing Hospice facility staff for the upcoming shift in the event of calls ins or emergencies.

**Qualifications/Skills** Education Requirements: High School Education or equivalent. Graduate of an accredited school of professional nursing Work Experience: Five (5) years current clinical experience, preferably two (2) years in an acute care setting or skilled nursing facility, one year managerial responsibility in either an acute or skilled nursing facility Licensure/Certification: RN Licensure in New York State (required) and Basic Life Support (preferred)

**Application Deadline:** 2018-01-01

Salary/Rate of Pay: hourly rate

Applicant Instructions: Apply online today! [www.niagarahospice.org](http://www.niagarahospice.org) under the careers tab

Email for Candidates: [katherine.chambers@thehcp.org](mailto:katherine.chambers@thehcp.org)

**Website:** <https://www.niagarahospice.org>

**Organization Description:** Hospice is a way of caring for patients with end-of-life illnesses and supporting their family and loved ones through the illness and dying process. At Niagara Hospice, we believe every day is a gift and we value quality of life for each and every patient. As the only hospice provider in Niagara County, our staff and volunteers take pride in their compassionate service to others. Just one call to Niagara Hospice provides loved ones the physical, emotional, psychosocial, spiritual and bereavement care they need. Hospice care is appropriate for people with any advanced stage illness, not just cancer, where the prognosis is a life expectancy of approximately six months or less - if the illness were to run its normal course.

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## Niagara Hospice, Lockport, NY

**Position Title:** LPN- Part time

### POSITION DETAILS

Part Time

**Position Description** The Licensed Practical Nurse (LPN) administers nursing care to patients under the direction and supervision of the Director of Clinical Services, RN Supervisor and/or Registered Nurse. Provides direct patient care through administering medications, providing nursing treatments, gathering patient measurements, signs and symptoms that can be used by the RN or advance practitioner in making decisions about the nursing/medical care of specific patients. Reports to: Director of Clinical Services/RNS Duties and Responsibilities include, but are not limited to: Provides direct patient care, gathers patient information, quantitatively measures patient outcomes, consults with Director of Clinical Services, NP, RN, RNS and other specialist as required. Executes patient's plan of care, including oversight and direction to multitask aides. Considers time, needed supplies, and support required in setting up work plan and completing duties. Administers narcotics and medications Assists physicians, NP, RNS, RN with examinations, procedures, and processes related to direct patient care. Observes, monitors and reports signs, symptoms and processes which denote the individual's interaction with an actual or potential health problem to RN. Monitors medical condition of patients and reports changes to appropriate personnel. Educates patients/families on plan-of-care Educates patients/families on palliative and end-of-life care and issues in a proactive manner. Explains procedures to patients, responsible parties, etc. thoroughly, before executing the same. Provides supportive counsel to patients/families within professional boundaries and scope of practice. Assists physicians, co-workers, and families as needed in time of stress or crises. Demonstrates respect of patient/family choices, values, and behaviors.

**Qualifications/Skills** Education Requirement: Graduate of an accredited school of practical school of nursing Work Experience: Three (3) years current clinical experience, preferably one (1) years in an acute care setting Licensure: LPN License in New York State

**Application Deadline:** 2018-01-01

Salary/Rate of Pay: hourly rate

**Applicant Instructions:** Apply online today! [www.niagarahospice.org](http://www.niagarahospice.org) under the careers tab!

Email for Candidates: [katherine.chambers@thehcp.org](mailto:katherine.chambers@thehcp.org)

**Website:** <https://www.niagarahospice.org>

Organization Description: Hospice is a way of caring for patients with end-of-life illnesses and supporting their family and loved ones through the illness and dying process. At Niagara Hospice, we believe every day is a gift and we value quality of life for each and every patient. As the only hospice provider in Niagara County, our staff and volunteers take pride in their compassionate service to others. Just one call to Niagara Hospice provides loved ones the physical, emotional, psychosocial, spiritual and bereavement care they need.

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**Med-Scribe, Inc. Rochester, NY**

Position Title: Customer Service Representative

POSITION DETAILS

Full Time

Associates Required

Position Description Med-Scribe is currently seeking candidates for exciting upcoming opportunities within a multi-national corporation! Our client employs approximately 18,000 people and has been named one of Fortune Magazine's Most Admired Companies for 2017! It is our client's belief that their customer service representatives serve as the front line for information and connecting people to public programs. They strive to deliver the highest level of health and human services to communities around the world. Don't miss this chance to get on the ground floor of a growing, multi-national firm! Primary duty will be answering callers, responding to external customer questions and documenting call content in real time. Calls concern medical insurance queries; respect and patience is a job requirement. After training, you will respond to queries concerning eligibility, and enrollment services. You will be performing data entry, providing assistance in enrollment to health care, providing information regarding financial assistance and public health care programs, processing the health care enrollments, and any other related duties as assigned! A strong phone presence, a commitment to high-level customer service, and the ability to maintain HIPAA is needed. Excellent attendance is a priority! Days/Hours: A variety of shifts are available between the hours of Monday - Friday, 8:00 AM - 8:00 PM and Saturdays: 9:00 AM - 1:00 PM! Salary: \$14.50/hour, \$15.00/hour for bilingual candidates. Benefits available!

Qualifications/Skills Minimum Qualifications: An Associate's Degree or higher preferred. Must be proficient in Microsoft Office (Word and Excel) and have accurate typing skills (20-25 WPM). Excellent organizational, interpersonal, and verbal communication skills required. Must be able to perform comfortably in a fast-paced, deadline-oriented work environment; and able to work as a team member, as well as independently. Must be extremely reliable and task-oriented. Experience in customer service is needed; call center experience is highly preferred.

**Application Deadline:** 2017-08-01

Salary/Rate of Pay: \$14.50/ Hour

Applicant Instructions: To be considered, please visit our website at [www.medscribe.com](http://www.medscribe.com) to complete an online application and reference job number 36172.

Email for Candidates: [medjobs@medscribe.com](mailto:medjobs@medscribe.com)

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

Organization Description: Med-Scribe, Inc. has been finding top-notch candidates for our clients in the Rochester area since 1987. We began with medical office placements and have evolved to include entry-level administrative/clerical opportunities for well qualified candidates in the Greater Rochester, Buffalo and Syracuse areas!

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**Catholic Health, Lewiston, NY**

Position Title: Maternity RN

POSITION DETAILS

Full Time

Associates Required

Position Description Mount St. Mary's Hospital currently has an immediate need for full-time Maternity RN's for the 7pm – 7:30am shift.

Qualifications/Skills Candidates must have a NYS RN license with six (6) months of recent Maternity, Nursery, Labor & Delivery or Post-Partum experience.

**Application Deadline:** 2018-04-07

Salary/Rate of Pay: DOE

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

Email for Candidates: [kathy.richardson@chsbuffalo.org](mailto:kathy.richardson@chsbuffalo.org)

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

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

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

Position Title: Sterile Processing Technician #5112

## POSITION DETAILS

Full Time

**Position Description** The Sterile Processing Technician will perform duties which include: prepares and distributes equipment and instruments used throughout the hospital; decontaminates, prepares, sterilizes and packages equipment and/or instruments. Decontaminates and reprocesses used instruments, trays, scopes, and surgical case carts delivered to Sterile Processing from various areas such as surgery, outpatient clinics, radiation, radiology, Amherst Center, pheresis, etc. Picks up used patient care equipment from the outpatient clinics and the inpatient areas daily. Cleans, checks and makes ready for use any equipment that is delivered from various areas after patient use or delivered to Bio Med for repair or inspection; picks up equipment from Bio Med when equipment is ready for use; records information. Cleans and sterilizes all surgical highly technical specialty patient care instruments and items, such as Robotics, Black Max, Micromax, etc. via specific manufacturer instructions. Sets up surgical and clinical trays using specific formats. Sets up daily surgical procedure case carts following surgical preference cards. Sterilizes patient care items per manufacturer instructions via Steris, Sterrad, Steam or cold Steam as per procedure and infection control guidelines. Sets up crisis, isolation, CVline, anesthesia, radiation, pediatric, bronch and disaster carts. Restocks Anesthesia pyxis inside the operating room suites after surgery is finished for the day. Obtains surgical schedule from the computer and determines appropriate surgical trays needed for each case. Sets up and removes trapeze set ups in patient care areas. Orders linen daily. Orders BHS items via the handheld and transmits orders appropriately. Orders supplies from Distribution as needed. Maintains instrument and linen par levels. Cold sterilizes radiation equipment and seeds and dental and surgical implants. Maintains pneumatic tube and zip lock pouches. Monitors expiration dates on critical care items and equipment. Completes daily tests on sterilizers and washers; records results. Logs information for all forms of sterilization on a continual basis. Monitors and logs information for Quality Improvement purposes on a continual basis. Communicates with Surgery regarding daily usage of surgical items needed for each surgical procedure on a continual basis. Maintains established departmental policies and procedures, objectives, quality assurance programs, safety and compliance standards. Enhances professional growth and development by participating in educational programs, reading current literature, and participating in in-service meetings and workshops. Prepares written documentation as required by the profession and the department; maintains, distributes, analyzes and projects information for required records, reports and statistics as directed. Attends meetings as required. Performs other related duties as assigned or requested.

**Qualifications/Skills** Certification Requirement Certification as a Certified Registered Central Service Technician (CRCST), Certified Sterile Processing and Distribution Technician (CSPDT), or equivalent certification from a nationally accredited central service technician credentialing organization recognized by Roswell Park Cancer Institute. Education and Experience High School Diploma or High School Equivalency Diploma and the equivalent of one (1) year of full-time experience in Sterile Processing or a related field and successful completion of the Sterile Processing Technology and Sterile Processing Sterilization course The preferred candidate will have training in SPD or an approved program, CRCST Certification, leadership/management experience, basic computer skills, and must possess good communication interpersonal skills. Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

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

**Applicant Instructions:** Interested applicants can apply by referencing posting #5112 to [www.roswellpark.org/careers/apply-online](http://www.roswellpark.org/careers/apply-online) EOE

**Email for Candidates:** [employment@roswellpark.org](mailto:employment@roswellpark.org)

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

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

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

**Position Title:** Unit Clerk

### POSITION DETAILS

Part Time

High school/GED Required

**Position Description** Catholic Health, one of the top 100 integrated health systems and the leader in WNY, is currently seeking part time evening and night Unit Clerks to work at their Mercy Hospital location. The Unit Clerk assists in planning, organizing, implementing and evaluation of the activities occurring in the nursing station by performing clerical and receptionist duties and maintaining the physical environment of the area.

**Qualifications/Skills** A High school diploma and Unit Clerk experience within the last 3 years is required in order to be considered.

**Application Deadline:** 2018-03-02

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

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

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

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

Position Title: Patient Access Specialist

#### POSITION DETAILS

Part Time

Position Description Catholic Health, one of the nation's top 100 integrated health systems, is looking for Patient Access Specialists. These jobs are part time and per diem and require weekend and holiday rotation. The Patient Access Specialist is the front line Hospital System liaison with customers, i.e.; patients, physicians, other hospital departments and offsite facilities and registers patients for all in and outpatient services.

Qualifications/Skills A High School diploma or GED is required along with 1 year of hospital registration or medical office experience.

**Application Deadline: 2018-02-22**

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

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

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

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

Position Title: Sterile Processing Technician

#### POSITION DETAILS

Full Time

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 Sterile Processing Techs. Responsibilities include washing and decontaminating of instruments and equipment as well as equipment retrieval, set-up, tray assembly, testing and distribution and retrieval of instruments from OR.

Qualifications/Skills The ideal candidate must have a current and sustained certification as a Certified Registered Central Service Technician (CRCST), a Certified Sterile Processing and Distribution Technician (CSPDT), or a Certified Surgical Technologist (CST).

**Application Deadline: 2018-02-20**

Applicant Instructions: Interested applicants are encouraged to visit our website at [www.chsbuffalo.org](http://www.chsbuffalo.org).

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

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

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### **Kalos Health, Niagara Falls, NY**

Position Title: Medical Records

#### POSITION DETAILS

Full Time

Associates Required

Position Description Medical Records Clerk The full time Medical Records Clerk (MRC) is responsible for supporting the overall medical record structures/functions within the organization. They will work in tandem with Quality Assurance, Care Managers, Interdisciplinary Team, Director of Clinical Operations, Executive Director, Medical Director and various support staff to provide excellent customer/Member and coworker satisfaction. The MRC serves to perform various clerical, organizational, filing, data driven strategies to identify, control, monitor and improve record compliance and organization across a continuum of care and service lines. Reports to: Director of Clinical Operations Duties and Responsibilities include, but are not limited to: Ensure the accuracy, completeness and compliance of all Member records. Scans all returned documents and uploads into the appropriate location of the electronic medical record or file using clear and standardized labeling platforms. Files paper documents and retains based on regulatory requirements and the policies of the Plan. Works with Enrollment to close member files upon transfer, disenrollment or death. Works with the Director of Quality and Clinical Manager on record reviews, audits and various quality initiatives. Provides courteous customer service to Kalos Health members and their representatives. May sort and distribute incoming mail to include appropriately stamping and sending outgoing mail. May create, revise and distribute forms as directed.

Promotes the Vision, Mission, Values and Goals of Kalos Health Plan. Promote and adhere to all elements of Corporate Compliance Program. Maintains HIPAA standards and confidentiality of protected health information. Reports critical incidents and information regarding quality of care issues.

Qualifications/Skills High school diploma or equivalent required. Associates degree in related discipline preferred. Insurance and/or medical records experience a plus. Knowledge of personal computers, including MS Word and Excel and data entry systems preferred. Minimum of one year of general office.

**Application Deadline:** 2018-01-01

Applicant Instructions: apply online today under Careers tab at [www.kaloshealth.org](http://www.kaloshealth.org)

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

Organization Description: "Kalos Health", formerly "First Choice Health," is a New York State authorized Managed Long Term Care Plan (MLTCP) that helps individuals 18 and older with a chronic illness and/or health disability. We will work closely with patients, physician(s), family and caregivers to give patients the health services and personal care they need. Our goal is to help patients remain in their own home with assistance from our personalized care management and network of care providers. Kalos Health utilizes experienced RN Care Managers to develop a comprehensive team of professionals that provide access to care 24 hours a day, 7 days a week, 365 days a year.

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

Position Title: Home Health Aide Training

#### POSITION DETAILS

Part Time

Position Description One of the fastest growing Healthcare careers is Home Care. Mercy Home Care at Catholic Health, the region's leading homecare provider, has immediate openings for those interested in Home Health Aide training. Please visit our website at [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers) to apply today! Must apply to req# 61312

Qualifications/Skills HS/GED

Applicant Instructions: Please visit our website at [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers) to apply today! Must apply to req# 61312

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

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

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### **Schofield Residence, Kenmore, NY**

Position Title: CNA

#### POSITION DETAILS

Full Time and Part time

Position Description Schofield Care is seeking highly motivated Certified Nursing Assistants. We do offer PAID training to students who are interested.

Qualifications/Skills Caring personality.

**Application Deadline:** 2017-12-31

Applicant Instructions: [www.schofieldcare.org/careers](http://www.schofieldcare.org/careers)

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

Organization Description: Nursing Home, Home Care & Medical Adult Day Care Facility.

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### **Dunkirk City School District, Dunkirk, NY**

Position Title: School Nurse Substitute - continuously accepting applicants

RN license and fingerprint clearance required. The district pays for the cost of RN Substitute fingerprinting.

Compensation: \$20.00/hour

Regular hours 8am-3pm

Interested applicants can contact the superintendent's office at 366-9300 x 2013.

Job application can be found at <http://www.dunkirkcsd.org/Page/165> click on CSEA job application

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### **X-Cell Laboratories of WNY, Amherst, NY**

Position Title: Medical Data Entry/Lab Specimen Processing

#### POSITION DETAILS

Full Time

Associates Required

Position Description X-Cell Laboratories of WNY, a private clinical and pathology lab in Amherst, is seeking individuals with a medical, science, and/or data entry background to assist with processing patient specimens. Job duties include • triaging cell and tissue samples • entering demographic and health data into lab information system • selecting appropriate tests based on written



requisitions • maintaining accuracy of patients' personal and clinical data • processing samples for testing by outside labs • assisting in nightly accuracy audit of biopsy orders The position available is full-time, days, with a regular schedule of Monday - Friday 1:00PM - 9:00PM. No weekends or major holidays are required. In addition to the stated wage, the position includes a competitive benefits package.

**Qualifications/Skills** Candidate must be detail-oriented and focused on ensuring accuracy in all tasks. Previous experience need not be in a medical laboratory, but some familiarity with general lab procedures and practices is expected. Basic anatomy knowledge and medical terminology (at approximately an introductory college level) are needed. Information-centered tasks are common, so strong keyboarding skills are essential.

**Majors/Areas of Study:** This position most often attracts students majoring in science or health-related fields. Recent employees have been pursuing 2 or 4 year degrees in areas such as medical technology, computer science, biology, chemistry, and psychology. However, students of any major are welcome.

**Application Deadline:** 2017-12-31

**Salary/Rate of Pay:** \$12/hour

**Applicant Instructions:** Please send a current resume and brief cover letter to Mr. David Mischler at [dmischler@x-celllab.com](mailto:dmischler@x-celllab.com)

**Organization Description:** X-Cell Laboratories of WNY is a private medical lab specializing in the field of anatomic pathology. Our physicians and technologists provide a wide range of histology, cytology, and other clinical testing in areas including gastroenterology, hematology, dermatology, and OB/GYN. Our facility is located on Northpointe Parkway in Amherst.

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### **Our Lady of Peace, Lewiston, NY**

Recruiting for Nurses and are happy to speak with recent college graduates. We offer 12 hour shifts, competitive wages and welcome all levels of experience. Please apply online at <https://www.ladyofpeace.org/employment/>

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### **Niagara Lutheran Health System, Lancaster, NY**

Multiple full-time and part-time positions available including LPN, RN, Certified Nursing Assistant (CNA), Dietary Aide and more <http://www.thegreenfields.org/jobs/>

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

**Position Title:** Registered Nurse

#### **POSITION DETAILS**

Full Time and Part time

Associates Required: YES

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

**Qualifications/Skills** Experience -Experience in behavioral health and addictions preferred. -Candidates should be knowledgeable regarding mental health and substance use disorders, appropriate use of psychotropic medications/adverse effects, and be able to identify potential risk factors and provide appropriate referrals. Education / Licensure / Certifications RN license, Associate's or Bachelor's degree required.

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

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

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

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

**Position Title:** Patient Navigator

#### **POSITION DETAILS**

Full Time

Associates Required

**Position Description** Catholic Health, one of the top 100 integrated health systems and the leader in WNY, is currently seeking full time Patient Navigators in their Care Management department. The incumbents will support and facilitate relationships and communication with Medicaid patients who seek emergency department care for primary care services and will link them with a

primary care physician and other appropriate community resources. The overall goal of this position will be improve the health of the individual as well as reduce preventable emergency department visits and/or potential hospital admission.

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

**Application Deadline:** 2017-10-10

Salary/Rate of Pay: DOE

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

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

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

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

Position Title: Care Management Advisor

#### **POSITION DETAILS**

Full Time

Bachelors Required

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

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

**Application Deadline:** 2017-10-10

Salary/Rate of Pay: DOE

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

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

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

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

Position Title: Courier

#### **POSITION DETAILS**

Full Time

High school/GED Required

Position Description Catholic Health continues to lead the healthcare industry, by providing superior patient care through collaboration of diverse talents, skills and progressive technology to achieve quality outcomes. Catholic Health currently has a Full-Time need for a Courier. Duties will entail the following: delivering medication and supplies to IV patients; delivering and installing Personal Emergency Response Monitors and Telehealth Monitoring devices to patients' homes; providing patients with education on the use and care of the equipment and delivering/retrieving items as required by agency. Other duties may include assisting in maintaining good customer relations between Home Care and our external customers.

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

**Application Deadline:** 2017-10-11

Salary/Rate of Pay: DOE

Applicant Instructions: Interested applicants are encouraged to apply via the website at [www.chsbuffalo.org/apply](http://www.chsbuffalo.org/apply).

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

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

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

Position Title: Manager Central Service Supply

#### **POSITION DETAILS**

Full Time

Associates Required

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

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

**Application Deadline:** 2017-10-07

**Applicant Instructions:** Interested applicants are encouraged to visit our website at [www.chsbuffalo.org](http://www.chsbuffalo.org)

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

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

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### Horizon Health Services

**Job Title:** Registered Nurse

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

Salary/Rate of Pay: Negotiable

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

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

**Position Title:** Per Diem Nurse

**POSITION DETAILS**

Part Time

Associates Required

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

**Application Deadline:** 2017-12-01

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

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

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

**Organization Description:** Licensed home health care agency

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### People Inc. – various WNY locations

**Position Title:** Registered Nurse

**POSITION DETAILS**

Full Time

Associates Required

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

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

**Application Deadline:** 2017-08-01

**Salary/Rate of Pay:** TBD

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

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

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

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### Absolut Care, East Aurora, NY

**Position Title:** Registered Nurse

POSITION DETAILS

Full Time and Part time

Associates Required

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

Qualifications/Skills Valid NYS Registered Nurse License.

Salary/Rate of Pay: negotiable

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

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

Organization Description: Long Term Care and Sub Acute Rehab

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

Position Title: Nutritionist

POSITION DETAILS

Part Time

Associates Required

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

Qualifications/Skills Nutritionist

**Application Deadline: 2017-12-01**

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

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

Organization Description: Licensed home health care agency

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