



# EMPLOYMENT OPPORTUNITIES

*Join our outstanding team at Sierra Winds!*

## **How to Apply:**

Email resume to [swcareers@sierrawinds.com](mailto:swcareers@sierrawinds.com) or In person at 17300 N 88<sup>th</sup> Ave | Peoria, AZ | 85382

### ADMINISTRATION

#### **Executive Assistant**

Status: Exempt | 1 Full Time

Days: Monday - Friday

Hours: 8am-4:30pm

Qualifications: The ideal candidate will have the ability to exercise good judgement in a variety of situations, with strong written and verbal skills, organizational skills with extreme attention to detail, and proficiency in Microsoft Office. Must exercise a high sense of personal accountability, and able to handle a wide variety of confidential matters with discretion. 5+ years of secretarial experience required, college degree preferred. Previous experience in a hospitality/health care setting or working with the senior population preferred. Competitive salary and benefits offered.

### HEALTH CENTER

#### **Social Services Director**

Status: Exempt | 1 Full Time

Days: Monday - Friday

Hours: 8am-4:30pm

Qualifications: A bachelor's degree in social work or other human relations area is preferred; or minimum of 2 years experience as a social worker in long-term care or other health care setting working with the elderly. Admissions experience helpful. Thorough knowledge of outside resources, long-term care regulations, and documentation including assessments, MDS, and care planning. Must have good English language skills and the ability to communicate well both in writing and orally. Requires experience and skill in group dynamics. Must possess good organizational skills; able to work without supervision and constant direction. Must possess the ability to make independent decisions when circumstances warrant such action.

### **CNA**

Status: Non-Exempt | 1 Part-Time | 3 On-call

Days: Vary/Weekends

Hours: Vary

Qualifications: High school diploma/GED required. Certified as a Nursing Assistant. Previous experience in hospital or nursing home preferred but not required. Current CPR certification and evidence of Fingerprint Clearance required. Must possess the ability to deal tactfully with patients, residents, families, visitors and work in close cooperation with nursing staff.

### **LPN/RN**

Status: Non-Exempt | 1 Part Time | 2 On-Call

Days: Vary/Weekends

Hours: Vary

Qualifications: LPN/RN currently licensed in the State of Arizona. Current Fingerprint Clearance and CPR certification. Must be able to work well under pressure, relate to a variety of personalities and handle a multiplicity of tasks.

### **RN**

Status: Non-Exempt | NOC Full Time |

Days: Vary

Hours: Vary

Qualifications: RN currently licensed in the State of Arizona. Current Fingerprint Clearance and CPR certification. Must be able to work well under pressure, relate to a variety of personalities and handle a multiplicity of tasks.

## **ENVIRONMENTAL SERVICES**

### **HOUSEKEEPER**

Status: Non-Exempt | 2 Full Time

Days: Varies, Every other weekend required

Hours: 7:00am-3:30pm

Qualifications: Previous housekeeping/laundry experience preferred, but not required; will train on-the-job.

## **PLANT OPERATIONS**

### **MAINTENANCE TECH II**

Status: Non-Exempt | Full Time

Days: Monday-Friday

Hours: 7AM-3:30PM

Qualifications: High school education or equivalency; technical schooling and/or background preferred. Previous general maintenance experience necessary: must be knowledgeable in carpentry, masonry, plumbing and electricity.

## **SECURITY**

Status: Non-Exempt | Part Time

Days: Saturday and Sunday

Hours: 6AM-6PM

Qualifications: Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. One year experience in security preferred

## **DINING SERVICES**

### **COOK**

Status: Non-Exempt | 2 Full Time | 1 Part time

Days: Vary

Hours: Vary

Qualifications: Ability to understand and follow written and oral instructions in English and communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions. Experienced in all areas of cooking and food preparation. Previous experience in a hotel, restaurant, or club with fine dining preferred. Ability to plan and organize work, to interpret instructions, recipes, specifications and standards. Knowledge of kitchen equipment operations and maintenance. Some knowledge of nutrition and diet desirable.

### **SERVER- DINING ROOM**

Status: Non-Exempt | 6 Part Time

Days: Vary

Hours: Vary

Qualifications: Ability to understand and follow instructions in English and communicate effectively. Experience waiting tables in a hotel, restaurant or club with fine dining preferred; will train. Ability to interpret and explain menu, refer or answer questions, coordinate meal service process and understands requests. Ability to work in close cooperation with residents, guests, visitors, families, supervisor and peers. Requires courtesy, tact and graciousness.

### **SERVER – HEALTH CENTER**

Status: Non-Exempt | 1 Full Time | 4 Part Time

Days: Vary

Hours: Vary

Qualifications: High school graduate or equivalent with 1 year of food service experience at a nursing home, or similar establishment. Must have fundamental understanding of therapeutic diets, sanitation, and cleanliness.

Qualifications: RN currently licensed in the State of Arizona. Current Fingerprint Clearance and CPR certification. Must be able to work well under pressure, relate to a variety of personalities and handle a multiplicity of tasks.