JOBS OPPORTUNITIES

CNA
There are multiple positions open for the hours of 2:30 p.m. to 11:00 p.m. Available positions range from 18 to 48 hours per pay period. All positions require current Wisconsin licensure. Prior experience in geriatrics is preferred. Some positions include benefits.

CNA - Maria Linden Independent Senior and Assisted Living
This position is every other weekend night shift (7:00 p.m. to 7:00 a.m.). Must have current Wisconsin licensure and successfully completed a CBRF Medication Administration course. Must be able to read, write and speak English. Understand and follow DHS 89 regulations for RCAC. Medical office skills and bi-lingual a PLUS! Candidate needs to be willing to assume cleaning responsibilities as part of their expected duties.

Cook
Full-time position on our food service team for a qualified candidate with leadership skills and scratch food preparation (cooking and baking) experience in a senior living setting. The ability to follow recipes and maintain a clean and sanitary working environment is essential. Experience in catering large scale events would be helpful. The ideal candidate will function as part of a team and demonstrate confidence to work independently. Serv-safe certification preferred and/or proven working knowledge of food safety and sanitation standards according to state and federal guidelines. Must be able to lift/move 20 lbs. and push/pull up to 60 lbs. In addition standing for long periods of time is required. Varied shifts with the primary hours on 2nd shift. Hours of kitchen operation 5:30am-6:30pm. Benefits available.

Environmental Service Utility Aide
Full-time position Monday-Friday, 11am to 7:30pm. Clean, maintain and secure premises of interior offices, common areas of buildings and grounds of the campus. Must be able to read, write and speak English and have previous experience with floor care, stripping/waxing, buffing and operating carpet extractor machines. Benefits available.

Food Service Aide
Part-time positions with hours varying from 4:00 pm – 6:30 pm on weekdays and from 6:30 am – 6:30 pm on weekends. Primary responsibilities are dishwashing, stocking, cleaning, serving meals and cashiering. Some wait staff and general kitchen experience required. Must be able to lift/move 20 lbs., push/pull up to 60 lbs. and stand for extended periods of time. Must be able to read, write and speak English.

Human Resource Director
Full-time position, primarily 8:00 a.m. to 4:30 p.m., Monday through Friday. Responsibilities include developing, implementing and managing recruiting, compensation, benefits, performance management, employee leave, employee engagement and other core HR programs and policies. Minimum of five years of increasingly responsible HR administrative and supervisory experience required. Bachelor degree in Human Resources or related field required. SHRM or HRCI certification preferred. Benefits available for this position.
Maintenance Mechanic
Full time position, Monday through Friday, 8:00 a.m. to 4:30 p.m. with weekend on-call rotation required. Responsibilities include general maintenance of building and grounds. Must possess a valid Wisconsin driver’s license and be able to lift up to 70 pounds. Must be able to read/write and speak English. Benefits available.

Registered Nurse/Licensed Practical Nurse
Part time position, (56 hrs. per pay period) available, 10:45 p.m. to 7:15 a.m. Current State of Wisconsin License required. Responsibilities include general nursing care to residents of Sacred Heart Convent. Work within a team structure with all members and staff, while using strong leadership skills in responding to situations based upon nursing standards, policies, procedures and protocol. Must be willing to perform duties as assigned by Nursing Supervisor(s). Prior experience in geriatrics is preferred. This position includes benefits.

Security Officer
Two part-time security positions available, one 1st shift and one 2nd shift, 24 hours per week. The schedule is Friday, Saturday and Sunday. Responsible for security and safety of residents, contents and physical location. Assists other departments, visitors, tenants and residents to the best of his or her ability in all security matters. Impartially enforces rules and policies related to security measures. Ability to deal with people in a tactful and diplomatic manner required. Benefits available.

Benefits available where indicated including health, dental, vision, disability insurance, pension and 403(b) and more.