

The Gardens at Park Balboa

7045 Kester Avenue
Van Nuys, CA 91405
(818)787-0462

Our mission is to encourage the growth of our residents as individuals, while offering personalized assistance and support when needed or desired. Residents experience the benefits of belonging to an engaging senior community with amenities, activities and companionship while knowing that assisted services are available around the clock, every day of the year.

Position: Care Giver/CNA (FT/PT)

Responsibilities:

- Support the mission, vision, and culture of the organization through positive communication and leadership.
- Contribute to Community relationships by demonstrating cooperation and professional conduct with residents, families, fellow associates, physicians, pharmacies and other vendors or persons.
- Contribute to team effort by being flexible in work assignments; by furnishing support; by taking initiative; and by understanding how this position affects and compliments all other Community positions.
- Provide assistance or reminders with activities of daily living, including grooming, oral hygiene, bath/shower, hair cleaning and brushing, and transferring to and room activities and meals, as needed.
- Notify management of changes in condition and recommend adjustments in the level of care and service
- Assist residents in life skills and other life enriching activities as indicated on their individual profile
- Initiate and participate in leisure activities provided for residents; encourage resident to socialize and participate in planned activities and programs to develop friendships with other residents.
- Perform work assignments and attend required in-service training.

Qualifications:

- Must have dedication and passion to serve seniors with excellent customer service skills
- Positive attitude, the flexibility to perform various duties in service to the residents and the ability to work in a team environment are keys to success
- High School diploma/GED accepted
- Certifications is a bonus!
- Must be at least 18 years of age
- Previous experience working with seniors preferred
- Ability to make choices, decisions and act in the resident's best interest
- Possess written and verbal skills for effective communication and a level of understanding
- Competent in organizational and time management skills
- Demonstrate good judgment, problem solving and decision making skills

EMPLOYEE BENEFITS & PERKS

- Hourly: \$14.25 - \$15.50 depending on experience and training
- Sick days off and VAC for full time employee
- Annual Merit Increases based on performance
- Career Advancement
- Various Shifts and Flexible hours including nights and weekends
- Employee Referral Bonus

Please email your resume to: Seniorlivingcareer.inbox@gmail.com
In your email subject line, please use: "Caregiver/CNA" and specify if you want a full time or part time position.

We are a drug-free employer and offer equal employment opportunity.

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Position: Health Service Director

Primary:

- Assure the general wellbeing of residents through the delivery of high quality care and services
Oversee the management of the department's day-to-day operations
- Direct and coordinate the planning, development, implementation, evaluation and improvement of the assisted living program and budget
- Coordinate all assistance with Activities of Daily Living
- Ensure that a safe and sanitary environment is provided for staff, residents, family and visitors
- Hire, train, schedule and manage care staff.

Essential Duties:

- Demonstrates work habits that support the organization's mission to create and maintain distinctive, service-enriched housing environments for America's senior population. Supports the community's programs to encourage resident independence, well-being, and opportunity for personal growth.
- Monitors, on a routine and ongoing basis, key measurable indicators of daily operations. Promotes staff participation and involvement in day-to-day operations and decision making. Promotes team building and customer service.
- Implements established policies and procedures and standards of performance.
- Makes an active contribution towards improving community relations, increasing public regard and overall awareness of the assisted living community.
- Demonstrates the ability to work as a team member in sharing the responsibilities for resident services in cooperation with all team members.
- Directs and participates in all pre-move-in resident evaluations to ensure that the assisted living environment is appropriate for potential residents. Works with other departments and Executive Director to determine resident care plans.

Qualifications:

- Knowledge of licensing compliance, Title 22, RCFE Compliance
- Experience conducting resident Assessments, Computer, WORD & Excel
- Training and supervision of the delivery of quality ADL's
- Will act as resident / family liaison
- Will conduct hiring, scheduling, training and management of staff
- Must have hands on working experience in Assisted Living environment
- MUST have current LVN license.

Please email your resume and cover letter to: **AssistaCareer@gmail.com**
In your email subject line, please use: "**Health Service Director Position**"

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