

**TOTAL LONGTERM CARE**  
**-WEEKLY JOB POSTING-**  
*Week of March 8, 2010*

**CAPITOL CENTER**

Req. #	Job Title	Open Date	Location	Recruiter	Supervisor
994	Social Worker	3/4/2010	Capitol – Downtown Denver	A Griffin	L Couture

**POSITION SUMMARY:** Under the supervision of the Social Work Coordinator plans, organizes and implements social work services to TLC participants and families. These include but are not limited to initial psychosocial assessment of including family, significant others and community agencies; Participates in coordination and implementation of Admission and discharge plan; Individual, family and group counseling; information and referral for participants and families; acting as liaison between participant and interdisciplinary team. **QUALIFICATIONS:** Masters Degree from a school of Social Work accredited by the Council on Social Work Education. Minimum of one year experience working with frail/chronically ill elderly people. Knowledge must be commensurate with formal training. Experience working on a multidisciplinary team preferable. Ability to provide psychosocial assessment and individual, family and group counseling. Effective verbal/written communication skills with the ability to maintain accurate records and to prepare clear and concise reports, correspondence and other written materials. Good public speaking skills with all size groups. Ability to communicate clearly and effectively verbally and written. Current Colorado Drivers License, proof of auto insurance and consistent and reliable usage of a motor vehicle.

**CHAMBERS CENTER**

979	ADHC C.N.A. part-time	1/28/2010	Chambers – Aurora	L Reynolds	K Miller
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**POSITION SUMMARY:** Responsible for providing and assisting participants with activities of daily living, restorative and supportive care. Assists with organization and implementation of activity program. Monitors health status and provides a safe environment for participants. Functions as a

member of multidisciplinary team. **QUALIFICATIONS:** High school diploma or equivalent. Licensed as Certified Nursing Assistant (C.N.A.) in the State of Colorado with clinic health care experience desirable. Minimum of one year experience working with a frail or elderly population required. Knowledge of principles, practices standards and techniques of a C.N.A. Knowledge of how to use and maintain ADHC equipment. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with patients, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. If driving to participants, then must possess a Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of auto insurance.

## CHERRY CREEK

## CODY CENTER

<b>992</b>	Clinic LPN	2/26/2010	Cody – Lakewood	P Anson	S Germaine
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**POSITION SUMMARY:** Under the direction and supervision of the Center Director and Clinic Nurse Manager, provides skilled nursing care to participants, implements primary care orders, evaluates participant complaints physically and/or by telephone, develops appropriate plans of care, provide participant, caregiver and family teaching and communicates participant’s condition to primary care givers, physician and multidisciplinary team. **QUALIFICATIONS:** Education - Graduate of an accredited practical nursing program, current Colorado Licensed Practical Nurses License, CPR certification required. Experience – One to three years of health care experience as L.P.N. in clinic or long term care setting with geriatrics experience preferred. Minimum of one year experience working with a frail or elderly population required. In some positions or locations, may require IV Certification. Skills/Knowledge – Broad knowledge base of health care problems of the frail elderly. Knowledge of medical equipment and instruments. Knowledge of common safety hazards and precautions to establish a safe work environment. Skilled in identifying problems and recommending solutions. Skilled in preparing and maintaining records and writing reports, and responding to correspondence. Skilled in developing and maintaining department quality assurance. Skilled in establishing and maintaining effective working relationships with participants, medical staff, staff members and family caregivers. Ability to react calmly and effectively in emergency situations. Knowledge of medications used in geriatrics. Skilled in wound care. Ability to perform phlebotomy functions.

<b>990</b>	Registered Dietician (part-time)	2/25/2010	Cody – Lakewood	P Anson	J Naber
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**POSITION SUMMARY:** A person who displays a comprehensive knowledge of clinical nutrition and therapeutic diets. Completes participant nutritional assessments and reassessments as needed. Obtains participant food preferences and observes for adherence to dietary modifications. Determines adequacy of current diet and supplements when necessary. Conducts meal rounds and sanitation inspections as needed. Provides

nutrition education to participants, caregivers and TLC staff. **QUALIFICATIONS:** Education: BS or BA degree from an accredited college or university in food science, nutrition, and/or dietetics. Certified by the Commission on Dietetic Registration (CDR) as a Registered Dietitian. Experience: Minimum of one year prior experience working with a frail or elderly population required. Knowledge, skills, and Abilities: Comprehensive knowledge of clinical nutrition and therapeutic diets. Ability to assess clients nutritional needs. Skilled in medical terminology, including knowledge of the appropriate documentation for completing written assessments. Ability to establish and maintain effective communication with employees, clients and the public.

<b>991</b>	ADHC C.N.A.	2/19/2010	Cody – Lakewood	P Anson	J Belden
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**POSITION SUMMARY:** Responsible for providing and assisting participants with activities of daily living, restorative and supportive care. Assists with organization and implementation of activity program. Monitors health status and provides a safe environment for participants. Functions as a member of multidisciplinary team. **QUALIFICATIONS:** High school diploma or equivalent. Licensed as Certified Nursing Assistant (C.N.A.) in the State of Colorado with clinic health care experience desirable. Minimum of one year experience working with a frail or elderly population required. Knowledge of principles, practices standards and techniques of a C.N.A. Knowledge of how to use and maintain ADHC equipment. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with patients, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. If driving to participants, then must possess a Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of auto insurance.

<b>982</b>	ADHC C.N.A.	1/29/2010	Cody – Lakewood	P Anson	J Belden
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**POSITION SUMMARY:** Responsible for providing and assisting participants with activities of daily living, restorative and supportive care. Assists with organization and implementation of activity program. Monitors health status and provides a safe environment for participants. Functions as a member of multidisciplinary team. **QUALIFICATIONS:** High school diploma or equivalent. Licensed as Certified Nursing Assistant (C.N.A.) in the State of Colorado with clinic health care experience desirable. Minimum of one year experience working with a frail or elderly population required. Knowledge of principles, practices standards and techniques of a C.N.A. Knowledge of how to use and maintain ADHC equipment. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with patients, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. If driving to participants, then must possess a Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of auto insurance.

<b>926</b>	Speech Therapist PRN	11/19/2009	Cody – Lakewood	P Anson	S Ward
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**POSITION SUMMARY:** Provides clinical Speech therapy evaluation and treatment for program participants, on acute, restorative or maintenance levels as needed by Day Center, Nursing Home or in-home setting. This position requires provision of speech services to all Day Centers. **QUALIFICATIONS:** Must have a master's degree in Speech and Language Pathology with a Clinical Certification of Competency in Speech Pathology (CCC) preferred. Two to three years of health care experience in nursing home and or home health industry. Working

knowledge of the scopes or practices of Speech/Language Pathology related to geriatrics. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with participants, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. Current Colorado driver's license, proof of auto insurance and consistent and reliable usage of personal motor vehicle.

## CORPORATE

<b>993</b>	Chief Financial Officer	2/4/2010	Corporate – Downtown Denver	A Griffin	M Hewitt
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**POSITION SUMMARY:** Under the direction of the President and Chief Executive Officer, directs the fiscal functions of the System in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations and in accordance with financial management techniques and practices. **QUALIFICATIONS:** Bachelor's Degree in Finance or Accounting. Must be a CPA with at least 5 years in Public or Private Accounting, in the managed care health care field. Basic knowledge of information systems. An energetic, forward-thinking and creative individual with high ethical standards. A strategic visionary with analytical ability, good judgment and strong operational focus. A well-organized and self-directed individual who is a team player with other Senior Management. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. A good educator who is trustworthy and willing to share information and serve as a mentor. A person with extensive capital financing experience in the Health Care/Senior Living field.

<b>978</b>	VP of Human Resources	1/22/2010	Corporate – Downtown Denver	A Griffin	L Rothwell
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**POSITION SUMMARY:** Reporting to the Senior Vice President of Compliance, the Vice President of Human Resources (VPHR) will provide strategic and tactical direction for Total Community Options (TCO) human capital requirements while positioning the organization as the employer of choice. The VPHR will lead innovation in HR strategies and implementation while partnering with executive leadership and employees to achieve the goals of TCO and affiliated entities. Continually assesses the organization to improve overall organization effectiveness and evolution of the culture. Proactively recommend, develop, re-engineer and implement human resources policies, programs and services that continuously support the business model, mission and goals. Oversee HR functional areas including compensation, benefits, recruitment, HR operations, compliance and employee relations. **QUALIFICATIONS:** Requires an innovative, results-driven senior HR executive with at least a Bachelor's degree required in Human Resources, Education, Business Administration, Organizational Psychology or Communications, including coursework in areas of human resources; Master's degree preferred. Professional certification such as SPHR, CEBS or other HR related area preferred. Collaborative leadership style with a minimum of ten years human resources experience with increasing responsibility, preferably in a healthcare environment. Minimum of five years of HR management experience including knowledge and experience in effective growth strategies, culture evolution and strategic planning and execution. Strong financial and business knowledge. Dynamic and innovative approach to developing HR strategies and be willing to take a "hands-on" approach to ensuring effective execution.

# GARRISON

## IN-HOME SERVICES

<b>950</b>	Home Care Manager	12/17/2009	Capitol – Downtown Denver	L Reynolds	S Hovgaard
<p><b>POSITION SUMMARY:</b> Performs initial or annual assessments of participants in their home environment to determine their individual needs and coordinates plan of care with care-giving resources. Reviews plans of care, assesses participants' current I.H.S. needs and evaluates how those needs are being met by the I.H.S. technician. Monitors participants' compliance with plan of care, maintains participants' medical record with thorough documentation of I.H.S., provides health education and counseling to participants and families, attends family conferences and Intake and Assessment meetings as indicated. Assists with the hiring, training, scheduling and supervision of all I.H.S. staff. Assists with organizing Total Longterm Care in-services and certification training programs for I.H.S. staff. Responsible for meeting TLC licensure requirements. <b>QUALIFICATIONS:</b> Education - Graduate of an accredited nursing program, current Colorado Registered Nurses License, CPR certification. Experience - Two years of health care experience with emphasis in geriatrics. Skills/Knowledge - Broad knowledge base of health care problems of the frail elderly. Knowledge of common safety hazards and precautions to establish a safe working environment. Skilled in identifying problems and recommending solutions. Knowledge of home care services nursing principles and practices, with particular reference to the elderly. Ability to do physical assessments and develop plans of care. Knowledge of health counseling techniques and practices. Skilled in preparing and maintaining records and writing reports, and responding to correspondence. Excellent organization and documentation skills. Familiarity with community health resources which are available to participants and families. Skilled in developing and maintaining department quality assurance. Skilled in establishing and maintaining effective working relationships with participants, medical staff, staff members and family caregivers. Ability to react calmly and effectively in emergency situations. Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of auto insurance.</p>					
<b>878</b>	Home Care C.N.A. (Days & Weekends)	9/14/2009	Capitol – Downtown Denver	P Anson	S Hovgaard
<p><b>POSITION SUMMARY:</b> Under the direction and supervision of the Home Care Services Manager is responsible for providing and assisting participants with activities of daily living, restorative and supportive care necessary to the preservation of the home environment. Assists in monitoring the health status of and providing a safe environment for participants. Functions as a member of a multidisciplinary team. <b>QUALIFICATIONS:</b> High school diploma or equivalent. Licensed as Certified Nursing Assistant (C.N.A.) in the State of Colorado with clinic health care experience desirable. Minimum of one year prior experience working with a frail or elderly population required. Knowledge of the principles, practices standards and techniques of a C.N.A. Knowledge of safety requirements. Knowledge of how to use and maintain in-home equipment (adaptive, hoist lift, etc.). Skilled in establishing and maintaining effective working relationships with participants, co-workers, medical staff, and</p>					

the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of current auto insurance.

<b>842</b>	Home Care Support Technician	8/19/2009	Cody – Lakewood	P Anson	C Weeks
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**POSITION SUMMARY:** Responsible for providing and assisting participants with activities of daily living, restorative and supportive care. Assists with organization and implementation of activity program. Monitors health status and provides a safe environment for participants. Functions as a member of multidisciplinary team. **QUALIFICATIONS:** High school diploma or equivalent. Licensed as Certified Nursing Assistant (C.N.A.) in the State of Colorado with clinic health care experience desirable. Minimum of one year experience working with a frail or elderly population required. Knowledge of principles, practices standards and techniques of a C.N.A. Knowledge of how to use and maintain ADHC equipment. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with patients, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. If driving to participants, then must possess a Current Colorado Drivers License, reliable transportation, a satisfactory driving record and proof of auto insurance.

## LOGISTICS/TRANSPORTATION

<b>985</b>	Maintenance Technician	2/10/2010	Larimer – Downtown Denver	L Reynolds	T Burge
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**POSITION SUMMARY:** Under the direction of the Facilities Manager, is responsible for performing overall maintenance of all Total Longterm Care fixed equipment, grounds and structural integrity of TLC buildings. Identifies all repairs and/or maintenance work items which are to be performed and coordinates schedules for completion of work with other departments within TLC. **QUALIFICATIONS:** High school diploma or equivalent. Minimum of two years experience in facilities maintenance. Demonstrates knowledge of mechanical, electrical and building maintenance systems. Knowledge of various safety guidelines. Skills in painting, carpentry, electrical and installation of adaptive equipment. Ability to establish and maintain effective working relationships and communicate with a variety of professional, nonprofessional and skilled trades personnel. Ability to use basic mathematical and writing skills to keep records, prepare reports and order supplies. Ability to read, interpret and work from written instructions, sketches, diagrams and blueprints. Ability to use investigation skills in effective problem solving. Basic computer skills in word processing. Current valid Colorado driver’s license, proof of insurance and consistent and reliable usage of a motor vehicle. Ability to work effectively in a diverse workforce.

## PINNACLE

## PUEBLO

892

Occupational  
Therapist  
(part-time)

9/23/2009

Pueblo

A Griffin

H Coble

**POSITION SUMMARY:** Provide clinical occupational therapy evaluation and treatment for program participants, on acute, restorative or maintenance levels as needed by Day Center, Nursing Home or in-home setting. Integrate the occupational therapy treatment plan into team Plan of Care (POC) for maximum holistic gain for participant. Assist in the ordering, inventory, distribution and maintenance of durable medical equipment for participants. **QUALIFICATIONS:** Graduate of an occupational therapy curriculum accredited jointly by the Committee on Allied Health Education and Accreditation of the American Medical Association and The American Occupational Therapy Association (AOTA) or other equivalent organizations approved by the Secretary. Be eligible for the National Registration Examination of the National Board of Certification for Occupational Therapy. A minimum of two years of health care experience with nursing home and home health experience and has achieved a satisfactory grade on a proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service. Working knowledge of the scopes or practices of physical therapy and Speech/Language Pathology related to geriatrics. Knowledge of safety requirements. Skilled in establishing and maintaining effective working relationships with participants, co-workers, medical staff, and the public. Skilled in identifying and recommending problem resolution. Ability to work independently with minimum supervision. Ability to communicate clearly and effectively. Current Colorado driver's license, proof of auto insurance and consistent and reliable usage of personal motor vehicle.

## LONGTERM CARE OPTIONS (LTCO)

## SENIORS INC.

022510

Receptionist  
(part-time)

3/2/2010

Denver

M Smith

M Smith

We are seeking a front office receptionist, part time 29+ hours per week. Applicant will welcome clients, and guests to our offices, also direct phone calls to appropriate department. Applicant should possess a friendly outgoing personality, good customer service, very detailed, fast paced environment and proficient computer skills. We will test on Computer skills. Please send resumes to [msmith@seniorsinc.org](mailto:msmith@seniorsinc.org) or fax to 303-300-6951. Position Number: 022510. Drug screen required. No phone calls please. We offer health, dental, vision, 401(K), life, disability and a friendly, fun work environment. Hours are morning Monday to Thursday 8-2:30 and Friday 12:00 to 5:00. Hourly wage is \$10.00.