

1:00-3:00PM | MAY 5, 2020



**WINDSOR**

# *Welcome to Windsor*

Congresswoman Nanette Barragan's **Virtual Job Fair**

# *Windsor Care Centers*

## FACILITIES IN CALIFORNIA AND ARIZONA

Windsor has over 35 facilities focusing on **long-term, short-term, rehabilitation** services for adults and aging population

*More than just a name.*



WINDSOR

### OUR MISSION

**Join the Windsor family**, we believe that when a company focuses on providing superior care, customer service, and takes care of its people, positive results inevitably follow.

[WWW.WINDSORCARES.COM/CAREERS-SEARCH/](http://WWW.WINDSORCARES.COM/CAREERS-SEARCH/)

# *Stella Fu*

YOUR VIRTUAL RECRUITER/HOST



## **Recruiter**

Phone: **310-730-9496** | Text ok!

Fax: 310-595-3782

[sju@snfmgt.com](mailto:sju@snfmgt.com)

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# *Available positions as of May 5, 2020*

## HIRING DEPARTMENTS:

- **Nursing:** NA, CNA, LVN, RN (**EXPIRED** Certificate or License See page 5-6)
- **Dietary Services:** Cook, Diet Tech/Dietary Aide (Page 7)
- **Business Office:** Bus Office Mgr, Asst BOM (Page 8)
- **Admissions:** Dir. of Business Dev. (Page 9)
- **Activities:** Activities Director (Page 9)



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## *Our Windsor Hero* *positions: NA, CNA*

### Nursing Assistant AND Certified Nursing Assistants

- Responsible for daily nursing care and services to residents. (Bathing, feeding, repositioning, incontinence care)
- Obtaining Vitals
- Grooming residents: combing hair, shaving, nails, etc.
- Maintaining Cleanliness in resident rooms
- Help with medical procedures
- Gather supplies for supervising RN

#### Expired Certification:

California Dept of Public Health has temporarily waived specific regulations for NAs and CNAs, you're **eligible for hire** if your certification expired **within the last 2 years** and/or **awaiting testing** and/or **waiting to complete your nursing program**



image: www.freepik.com

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# *Our Windsor Hero* *positions: LVN, RN*



## Expired Certification:

California Dept of Public Health has temporarily waived specific regulations for LVNs and RNs, you're **eligible for hire to work as a CNA** if your license expired **within the last 2 years** and/or **awaiting testing** and/or **waiting to complete your nursing program**

## NURSING DEPARTMENT

### Licensed Vocational Nurse (LVN)

- Responsible to assess, plan, and evaluate resident care.
- Identify specific resident needs
- Prepare and administer medications for residents
- Complete rounds and charts medications in a timely manner
- Provides accurate, thorough, death/discharge summaries and changes in resident's physical/psychological condition following facility policies and procedures.
- Weighing residents and perform other LVN duties

### Registered Nurse (RN)

- Provide input regarding plan of care for each resident.
- May perform CNA duties or assist CNAs directed by Charge nurse
- Reports any complains or incidents to residents or between residents established by facility.
- Responsible for staying updated on new regulations, best practices, and internal policies and procedures.
- Interpret department policies and procedures to appropriate parties as necessary and other RN duties as required.

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### Dietary Manager, Cook, Dietary Aide



#### **Dietary Manager**

- Hire and coach a team of dietary aides and cooks to care for residents
- Oversee purchase of food, supplies and equipment and ensure adequate stock
- Ensure meals are prepared on time and served efficiently.
- Monitor food temperatures and quality for each resident
- Complete nutritional assessment and review dietary requirements and preferences of each resident admitted
- Routinely inspect the dietary area for compliance to meet regulations and standards
- Other Dietary Manager duties

#### **Cook**

- Prepare all food items following Federal, State, and facility regulations.
- Clean and maintain sanitary cooking stations
- Follow all sanitation and food production codes.
- Food Handler's Card (REQUIRED BY DATE OF HIRE)
- Ensures food is stored or disposed in accordance with sanitary and established policies and procedures.
- Other Cook duties.

#### **Dietary Aide**

- Assist Dietitian/Dietary Mgr and Cook as requested
- Prepare meals in accordance to dietary needs of resident.
- Set up and deliver meals on a timely manner.
- Follow sanitation and food safety guidelines during meal prep and clean up.
- May assist with keeping clean work stations in the kitchen.
- Other Dietary Aide duties

## *Our Windsor Hero positions:*

### **Business Office Manager, Asst Business Office Manager**

#### **Business Office Manager (BOM)**

- Responsible for overall business office operations to ensure systems of internal control are in place and operating satisfactorily to safeguard facility assets.
- Ensure cash flow is maximized and company accounts receivable targets are met.
- Work as a financial liaison between corporate departments and other staff.
- Maximize effectiveness of the company's audit and compliance efforts.
- Supervise in monthly close of financials ensuring that revenue and expenses are posted to the correct accounts.
- Monitor facility activity on past due accounts.
- Check Medi-Cal eligibility for each Medi-Cal recipient on admission and monthly
- Oversee the Resident Trust Account and assure that regulations are followed
- Other BOM duties

#### **Assistant Business Office Manager (ABOM)**

- Assist the BOM to ensure the internal control are in place and operating satisfactorily to safeguard facility assets.
- Compile, audit, and document accounting/financial data for the facility.
- Maintain a thorough understanding of various topics relating to the facility financial operations including: government relations, GAAP, union provisions, third party billing and reimbursement issues.
- Assist in monthly close of financials to ensure revenue and expenses are posted to the correct accounts.
- Other ABOM duties

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## Our Windsor Hero positions:



### Director of Business Development

- Responsible to plan, develop, organize, implement, evaluate, and direct the facility's marketing and public relations programs and activities in order to maintain and increase our census.
- Promote the facility and its services to outside sources such as physicians, discharge planners, business members of the community.
- Have a thorough knowledge of facility's admission requirements, services, programs, and admissions policies and procedures.
- Other Director of Business Development duties.

## ACTIVITIES (2 POSITIONS; BEHAVIORAL AND MENTAL HEALTH | ALZHEIMER'S AND DEMENTIA)

### Activities Director

- Responsible for developing, planning, and organizing activity/recreation programs for residents.
- Develop programs with comprehensive assessment, the interests and the physical, mental, spiritual and psycho social well-being of each resident.
- Other Activities Director duties





Please **visit our website** for complete job listings.

## *Our Locations Los Angeles County*

**Stella Ju**  
Recruiter

Phone: **310-730-9496** | Text ok!  
Fax: 310-595-3782  
sju@snfmgt.com

**Call/Email** - Stella for additional details or **send over your resume!**



Hawthorne (Cerise Ave.)  
**Windsor Gardens Convalescent Center of Hawthorne.**  
13922 Cerise Ave.,  
Hawthorne, CA 90250

Culver City (Motor Ave.)  
**Windsor Care Center of Cheviot Hills**  
3533 Motor Ave.,  
Los Angeles, CA 90034

North Long Beach (Market St.)  
**Windsor Convalescent Center of North Long Beach**  
3232 E Artesia Blvd.,  
Long Beach, CA 90805

Los Angeles (Crenshaw Blvd.)  
**Windsor Gardens Convalescent Hospital of Los Angeles**  
915 Crenshaw Blvd.  
Los Angeles, CA 90019

Long Beach (Artesia Blvd.,)  
**Windsor Gardens Convalescent Center of Long Beach**  
3232 E Artesia Blvd.,  
Long Beach, CA 90805

Artesia (Artesia/Pioneer)  
**Windsor Palms Care Center of Artesia**  
11900 Artesia Blvd.,  
Artesia, CA 90701

*Thank you!  
Windsor*

