



Current Employment Opportunities

Maristhill is current seeking applicants for the following positions. **Please apply through our Web site's Employment page:**

ADMINISTRATIVE SUPPORT COORDINATOR

Full-time, Monday – Friday, 8:30 am to 5:00 pm

Acts as first point of contact; operates switchboard, greets visitors, family members, applicants and vendors. Performs clerical and technical duties as assigned in support of Administration Department for the efficient operation of the nursing facility. Must have proficient computer skills, excellent communication and customer services skills the ability to maintain confidentiality and adjust priorities to changing demands of position.

DIETARY AIDES

(Part-time and Per Diem, Evening and Weekend Hours Available)

Completes assigned tasks and provides support to dietary department to ensure resident meals, snack and nourishments meet proper nutritional guidelines and are served in a timely, effective and safe manner.

ASSISTANT DIRECTOR OF ACTIVITIES

(Some evening and weekend hours required)

Responsible for planning and implementing daily activities programs required to meet the interest and the physical, mental and psychological well-being of each resident. Responsible for assisting the Director of Activities in administrative and supervisory functions. Works with residents in provision of recreation services, treating them with dignity and respect for their rights as residents of Maristhill; provides privacy and maintains confidentiality of all resident information. Must have an Associate or Bachelor's Degree in related field and minimum one-year of experience. Ability to interact effectively with residents, their families, visitors, and other staff members and a genuine desire to work with older adults required.

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