

**Good Shepherd Center -
Employment Opportunities
6/8/10**

POSITION/ DEPARTMENT	FULL/ PART TIME	DATE POSTED	BRIEF DESCRIPTION	MINIMUM QUALIFICATIONS
ADMINISTRATION				
Receptionist	Full Time (1)	6/8/2010	Operates multiline telephone system to answer incoming calls and direct callers to appropriate personnel; greets all visitors in a courteous and tactful manner; utilizes a call-bell system and staff cell phones and walkie-talkie equipment; possesses excellent communication skills and strong customer service skills. Frequent communication outside of the work group is required. Innovativeness required to improve work processes/systems. Provides for the safety and security in the main entrance area and coordinates appropriate resource with on-duty security staff and police, as needed.	High School Diploma or equivalent is required. Minimum of 1 year experience as a receptionist preferred. Basic word processing skills preferred.
CLINICAL				
No current openings				
DIETARY				
No current openings				
EDUCATION				
Principal	On Hold	1/21/2010	Supervises the activities of the various departments within the school to ensure that the educational policies of the Center are carried out to offer clients appropriate educational curricula and strategies for learning. Responsible for ensuring that the school program meets or exceeds all licensing/regulatory requirements necessary for operation.	Master's degree preferred. BA in education or related field of study required. Minimum 10 years experience, three in administration. Certification in special education is preferred. MD teaching certification with SPC or APC; minimum of SPC. Basic work processing and spreadsheet skills required.
FACILITIES				
No current openings				

Forward an approved Career Transfer Application to Human Resources within one week of position post date.

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FINANCE				
No current openings				
HUMAN RESOURCES				
No current openings				
NURSING				
Infection Control Coordinator	Part-Time (1)	5/7/2010	Provides oversight of the full Infection Control Program of GSC for both students and staff. Analyzes data and develops center-wide communication and formal reports for the Infection Control Committee.	Graduation from an approved school of nursing with a minimum of an AA degree in Nursing required. Five years nursing experience required. Minimum one year experience working with emotionally disturbed adolescents preferred. One year of infection control experience strongly desired. Current MD state licensure as an RN required. Certification in Infection Control preferred.
PERFORMANCE IMPROVEMENT				
No current openings				
RESIDENTIAL				
Activities Leader	Full Time (1) TEMP (2)	9/24/2009	Plans, organizes, and directs approved recreational programs for students.	Bachelor's degree in the social or recreational sciences preferred. At least 1 year related experience in a residential treatment setting preferred. Basic word processing skills preferred.

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Residential Aides	Full Time (2) and Part- Time (2)	9/23/2009	Provides direct care supervision and guidance to residents according to treatment goals.	Bachelor's degree in the social sciences preferred. At least one year related experience in a residential treatment setting preferred.
Residential Night Assistant	Full Time (1)	5/7/2010	Responsible for well-being and supervision of students on a unit(s) as assigned. Responsible for safety of the unit, compliance with safety regulations, and through vigilant observation maintains an environment that provides security and warmth fo the students.	High School Diploma or equivalent is required. Minimum of 1 year experience in a residential treatment setting preferred. Basic word processing skills preferred.
Residential Coordinator	Full Time (1)	9/23/2009	Coordinates the therapeutic program and treatment plan for each girl. Creates a therapeutic milieu and provides training and supervision of Residential Aides.	Bachelor's degree in the social sciences required. Minimum of 3 years providing direct care services to adolescents required. Demonstrated success in working with groups and in group management required.

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