



JOB POSTINGS

January 13, 2012

CNA

A dedicated CNA, preferably with long term care experience, is needed for the following position:

Cove: CNA Part-time, 2 p.m. to 10 p.m.

DINING SERVERS

\$100 SIGN ON BONUS!!

Warm Hearth Village in Blacksburg has an opening for part-time dining servers at the Kroontje Health Care Center and Showalter Center. We are looking for candidates who enjoy interacting with the elderly, have excellent customer service skills, preferably some food service experience. Hours vary.

CAMPAIGN ADMINISTRATIVE ASSISTANT

Warm Hearth Village is searching for a campaign administrative assistant for our development office. Candidates must be professional and friendly, with highly accurate keyboarding and recordkeeping skills. Must be highly proficient with MS Office, Word, Excel and Outlook, with excellent telephone manner. Organized, attentive to detail, good writing skills and confidentiality are requirements. Duties include preparing proposals, maintaining databases, meeting minutes and logistics, and coordinating volunteers.

The position is full time until the campaign is completed, and then will become part-time.

Interested candidates should contact Human Resources, at 443-3443, fax 961-0359, or send a resume to 1000 Litton Lane, Blacksburg, VA 24060, or email jobs@warmhearth.org.