



**Welcome the New Year with a New Opportunity!**  
**THE SEABURY VISION: Revolutionizing the Experience of Aging!**

Seabury employees are passionate about providing outstanding customer service and are committed to exceptional resident care. We live our Mission everyday: "Seabury Enhances Lives." Seabury employees have the benefit of being part of a dynamic organization that is moving into the future at an exciting pace. Employees are empowered and encouraged to develop their professional identity and enjoy the resources of a community committed to excellence. We are seeking world-class applicants for the following opportunities. Please send in a resume and/or cover letter telling us why you should be our newest Seabury Ambassador!

**ADMINISTRATIVE**

**Jr. Human Resources Generalist (Full Time with Benefits!):** Position provides broad HR support to HR department and employees of Seabury. Partners with the HR Generalist to manage recruitment process for Seabury to include candidate sourcing, advertising, interviewing, and selection of the best possible candidates. Responsible for resolution of employee relations issues for non-exempt staff in various Seabury departments as determined by VP of Human Resources. Manages HR processes such as Workers Compensation, FMLA and leaves. Bachelor's Degree preferred or equivalent combination of training and experience; minimum of 3 years' experience in HR with increasing responsibility and exposure to all HR disciplines. Experience in a healthcare environment desirable. Full-time, 40 hours per week.

**Medical Records/Scheduling Coordinator:** This part-time position is responsible for filing and maintenance of Medical Records and Health Information in Wellness Clinic in accordance with all Federal, State and CARF guidelines as well as with established policies and procedures. Provide Clinic Desk Coverage and administrative office support to medical staff. In addition, position is responsible for creating staff schedules for Views CNA Staff assuring adequate coverage while maintaining time off request and staff call-outs. High school graduate required; AS OR BS degree preferred. 2+ years medical office experience preferred. Part-time, 24 hours per week.

**CULINARY SERVICES**

**Cook (Full Time with Benefits!):** The essential responsibilities for the Bistro Cook are to maintain efficient and sanitary methods in all phases of the food preparation process, accurately follow recipe instructions to prepare daily menu items, and work closely with Chef and Executive Sous Chef to create new specials for the Main Dining Room and the Bistro. Requirements: high school diploma or equivalent education, 1+ year culinary experience, preferably in a health care setting or a fast-paced open kitchen restaurant; ServeSafe® Certification and culinary education are preferred. Applicants must be willing and able to work varying shifts between the hours of 9:30am – 7:30 pm, and be available to work every-other weekend. Full-Time, 40 Hours/Week.

**Server/Wait Staff: Full Time (with benefits) and Part Time hours available!** The key responsibility of our Servers is to provide a five-star fine dining experience to all Seabury residents in the assigned dining venue. Requirements include an excellent customer service orientation, strong attention to detail, accurate order taking and a commitment to teamwork. Must be available to work during the day and weekend hours are required. ServSafe® certification is a plus. Applicants must be willing and able to work varying shifts from 7:00am through 8:00pm and weekend availability is required.

**HEALTH SERVICES DIRECT CARE**

**Certified Nurses Aides (CNA):** Seabury nursing aides provide exceptional person-centered care to residents living on the Seabury campus. We are seeking applicants who have a strong commitment to providing compassionate and kind care, and who get true satisfaction from taking care of others. Requirements include a minimum of 6 months experience, a valid Connecticut CNA license, and a strong customer-service focus. We have Part-Time and per diem opportunities on all shifts.

**Home Health Aides (must be a licensed CNA):** Home Health Aides work in the private homes of our members throughout towns in the greater Hartford County. They provide individualized, one-to-one care by assisting with ADL's and accompanying members to various appointments. Requirements include a minimum of 1 year experience, a valid Connecticut CNA license, a valid Connecticut driver's license, the ability to travel throughout Hartford County, and a strong customer-service focus.

**We are also recruiting Home Health Aides for the New Haven office! (CNA License Required)**

**Registered Nurses (RN):** Seabury Nurses are committed to providing compassionate person-centered care to empower Seabury residents and members by improving their health. We seek applicants who are interested in senior care and who have a passionate belief in supporting a joyful and engaged aging process. Requirements include a valid Connecticut RN license ~ new nurses are welcome! We are current accepting applications for per diem opportunities. Per diem available for all shifts.

Key Openings:

Full-Time, 40 Hours, 11:00 PM - 7:30 AM, Long-Term Care and Short-Term Rehab.

Part-Time, 16 Hours, 3:00 PM - 11:30 PM, Long-Term Care and Short-Term Rehab.

Weekend Supervisor, Part-Time or Baylor Opportunity, Long-Term Care and Short-Term Rehab.

### LAUNDRY AND HOUSEKEEPING

**Laundry Associate:** Perfect little part-time job! Mondays from 6:00 PM – 10:00 PM. To provide laundry services to residence and health care facility including pick-up, sorting, washing, distribution.

### RESIDENT SERVICES

**Driver (CDL required): \$500 BONUS!** Our drivers are responsible for the safe transport of residents to various locations throughout Hartford County. In addition, drivers assist residents on and off vehicles, and are required to assist with packages and/or luggage as needed. Experience with a wheel-chair lift van is highly desired. Requirements include a valid State of Connecticut Commercial Driver's License with PPTP/Public Service endorsement. This is a part-time opening with great flexibility – mornings or afternoon hours, occasional Friday and Saturday evenings, approximately 25 hours per week.

### SECURITY

**Security Officers:** Our Security Officers are responsible for the safety and security of all people on Seabury property. They are the first to respond to a call for assistance and provide calm and supportive help whenever needed. Requirements include an outstanding customer service orientation, strong communication skills, sensitivity to the older population, CPR, first aid, a valid CT Driver's license and a current Guard Card. Minimum of 3+ years' experience in security or public emergency services required. Currently recruiting for two Part-time employees, each to work every-other Weekend, Midnight – 8:00 AM.

**INTERNAL APPLICANTS:** Please obtain an internal posting form from Human Resources and submit with resume.

**EXTERNAL APPLICANTS:** Please visit our website to download an employment application and submit with resume to:

Marie Malinosky, Human Resources Generalist  
Seabury  
200 Seabury Drive  
Bloomfield, CT 06002  
[mariemalinosky@seaburylife.org](mailto:mariemalinosky@seaburylife.org)

**Who We Are:** SEABURY is a premier Life Plan Community located on 66 acres of beautiful Connecticut countryside. We have a comprehensive continuum of care and services that includes Independent Living, Assisted Living, Skilled Nursing, Rehabilitation Services, a Home Health Agency, and Wellness Clinic. In addition, we offer Seabury At Home, an innovative, home-based life care program designed for individuals who prefer to age in place in their own home. As a free standing not-for-profit Life Plan Community, Seabury is committed to providing excellence in health care, services, and accommodations with an emphasis on a “Wellness for Life” philosophy for both residents and staff.

**What We Do:** Seabury employees are passionate about providing 5-Star customer service and are committed to exceptional resident care. We are empowered to think creatively to solve challenges and we are active stewards of our environment.

**What We Offer:** Seabury employees have the benefit of being part of a dynamic organization that is moving into the future at an exciting pace. Employees are empowered and encouraged to develop their professional identity and enjoy the resources of a community committed to excellence.

An excellent benefit package is available for employees who work 32 hours or more per week. Benefits include premium medical and dental insurance with generous company paid premium, vision coverage, a 403B retirement benefit with considerable company matching, a free on-site fitness center, free on-campus parking, paid holidays, vacation and personal time off, an outstanding company culture that encourages creativity and problem solving, and much more.

Seabury is conveniently located between Springfield and Hartford, five minutes off Interstate 91. Our employees enjoy highly competitive salaries and outstanding benefits as well as the knowledge that they work in a community that has consistently been cited as number one of its kind in the region. On site amenities available to staff include: pool, fitness center, massage, bistro, and free secure parking.