

****Job Openings 2018****



To inquire or apply for a job, download an Employment Application Form from our Employee page and e-mail to mseril-valdez@potomacvalley.com or fax to (301)762-3216. For Nurses and GNAs, please apply in person and take the Pre-Employment Exams. You can also visit our job page on Indeed.com.

1. **Medicaid Coordinator(Full-Time)** - The Medicaid Coordinator will assist residents and families with Medicaid applications and to assist Accounting with accounts receivable. Ideal candidate is self-motivated and detail oriented with excellent written and oral communication skills.

Qualifications:

- High school diploma required; Associates Degree and/or Paralegal certificate preferred.
- Prefer two years' experience with Insurance, Medicare and Medicaid billing, as well as general accounting.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to communicate effectively with residents, families and other employees.
- Ability to exercise good judgment and remain calm in stressful situations.
- Computer skills
- Must satisfactorily pass a background check.

2. **Patient Care Manager (Full-Time)** - PCM plans, coordinates, manages, and evaluates resident care activities, nursing personnel, and unit operations on a designated unit with maximum census of 44 short-term/long-term residents. Candidates should possess exceptional communication and leadership acumen, thorough clinical and regulatory knowledge, and the commitment to help us continue our five decades of care excellence.

Other qualifications include:

- Current RN licensure in the State of Maryland;
- Minimum of 3 years of nursing experience with at least 1 year of experience in a long-term care facility; and
- Managerial experience preferred.

3. Part-Time RN Supervisor (Weekend on 11pm-7am shift)

4. Part-Time RNs or LPNS for all shifts (7am-3pm, 3pm-11pm and 11pm-7am)

5. Part-Time GNAs for all shifts (7am-3pm, 3pm-11pm and 11pm-7am)

Qualifications:

- Nurses and GNAs must have current and valid license in the State of Maryland
- Nurse and GNA candidates must have experience in long-term care

*** Please note that the above list is subject to change. For the most current information regarding job openings, please contact Malou Valdez in Human Resources at 301-762-0700 ext. 126.*