

Medical Technician

MEDICAL TECHNICIANS INCLUDE THOSE WHO WORK UNDER THE SUPERVISION OF PHYSICIANS TO PROVIDE SPECIALTY CARE, SUCH AS RADIOLOGY, RESPIRATORY, DIETETIC, LABORATORY, SURGICAL, VETERINARY TECHNICIANS, ETC. THEY MUST FOLLOW DOCTORS' ORDERS AND SPECIFIC PROCEDURES ACCURATELY, OBSERVE PATIENTS CAREFULLY, AND REPORT ANY PROBLEMS PROMPTLY. TECHNICIANS WHO HAVE DIRECT CONTACT WITH PATIENTS NEED TO BE SOCIALLY PERCEPTIVE AND CARING, AND ALL NEED GOOD WRITTEN AND ORAL COMMUNICATION SKILLS.

Nurse Assistant

PROVIDE BASIC PATIENT CARE UNDER DIRECTION OF NURSING STAFF. PERFORM DUTIES, SUCH AS FEED, BATHE, DRESS, GROOM, OR MOVE PATIENTS, OR CHANGE LINENS.

Pharmacy Aide

RECORD DRUGS DELIVERED TO THE PHARMACY, STORE INCOMING MERCHANDISE, AND INFORM THE SUPERVISOR OF STOCK NEEDS. MAY OPERATE CASH REGISTER AND ACCEPT PRESCRIPTIONS FOR FILLING.

Program Manager

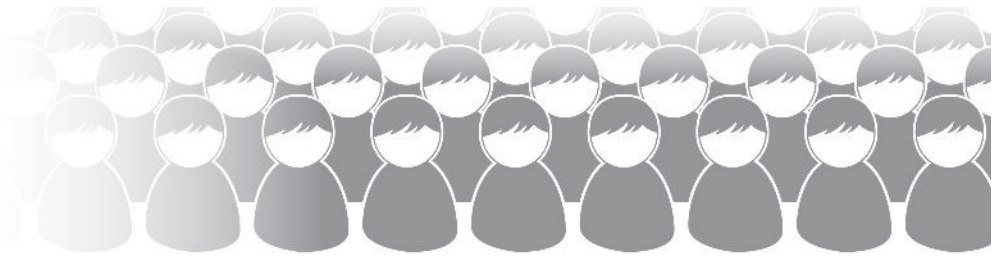
THIS POSITION OVERSEES DELIVERY OF CONSUMER SUPPORT SERVICES FOR ASSIGNED LOCATION. SUPERVISES PERSONNEL TO ACHIEVE SERVICE, CLINICAL, AND FINANCIAL OBJECTIVES WITHIN THE GENERAL RESOURCE AND REIMBURSEMENT MODELS. ENSURE COMPLIANCE WITH REGULATORY REQUIREMENTS THROUGH QUALITY ASSURANCE ACTIVITIES. MULTIPLE RESOURCE AND/OR REIMBURSEMENT MODELS MAY BE INVOLVED IN ACHIEVING OBJECTIVES WITHIN BROAD GUIDELINES.

Registered Nurse - ER

REGISTERED NURSES (RNS) PROVIDE DIRECT PATIENT CARE AND OVERSEE AND COORDINATE CARE PROVIDED BY LOWER LEVEL STAFF IN BOTH IN- AND OUT-PATIENT SETTINGS. MOST NURSES SPECIALIZE IN SPECIFIC AREAS AND ALL NEED TO FOLLOW STANDARD PROCEDURES AND BEST PRACTICES OF CARE FOR VARIOUS ILLNESSES AND INJURIES IN THEIR SPECIALTY. NURSES MUST HAVE SOUND JUDGMENT AND DECISION-MAKING SKILLS PLUS EXCELLENT INTERPERSONAL PERCEPTION AND COMMUNICATION SKILLS AND BE WILLING TO ALTER THEIR ROUTINES TO RESPOND TO EMERGENCIES. SOME TITLES COMMON TO THIS CATEGORY ARE MEDICAL SURGICAL, CRITICAL CARE, EMERGENCY ROOM, PACU, OPERATING ROOM, FLOAT RN'S AND LABOR AND DELIVERY.

Registered Nurse - ICU

ICU REGISTERED NURSES (RNS) PROVIDE DIRECT PATIENT CARE AND OVERSEE AND COORDINATE CARE PROVIDED BY LOWER LEVEL STAFF IN BOTH IN- AND OUT-PATIENT SETTINGS. MOST NURSES SPECIALIZE IN SPECIFIC AREAS AND ALL NEED TO FOLLOW STANDARD PROCEDURES AND BEST PRACTICES OF CARE FOR VARIOUS ILLNESSES AND INJURIES IN THEIR SPECIALTY. NURSES MUST HAVE SOUND JUDGMENT AND DECISION-MAKING SKILLS PLUS EXCELLENT INTERPERSONAL PERCEPTION AND COMMUNICATION SKILLS AND BE WILLING TO ALTER THEIR ROUTINES TO RESPOND TO EMERGENCIES. SOME TITLES COMMON TO THIS CATEGORY ARE MEDICAL SURGICAL, CRITICAL CARE, EMERGENCY ROOM, PACU, OPERATING ROOM, FLOAT RN'S AND LABOR AND DELIVERY.



REGISTERED NURSE – MEDICAL SURGICAL

MEDICAL SURGICAL REGISTERED NURSES (RNS) PROVIDE DIRECT PATIENT CARE AND OVERSEE AND COORDINATE CARE PROVIDED BY LOWER LEVEL STAFF IN BOTH IN- AND OUT-PATIENT SETTINGS. MOST NURSES SPECIALIZE IN SPECIFIC AREAS AND ALL NEED TO FOLLOW STANDARD PROCEDURES AND BEST PRACTICES OF CARE FOR VARIOUS ILLNESSES AND INJURIES IN THEIR SPECIALTY. NURSES MUST HAVE SOUND JUDGMENT AND DECISION-MAKING SKILLS PLUS EXCELLENT INTERPERSONAL PERCEPTION AND COMMUNICATION SKILLS AND BE WILLING TO ALTER THEIR ROUTINES TO RESPOND TO EMERGENCIES. SOME TITLES COMMON TO THIS CATEGORY ARE MEDICAL SURGICAL, CRITICAL CARE, EMERGENCY ROOM, PACU, OPERATING ROOM, FLOAT RN'S AND LABOR AND DELIVERY.

Hospitality – Job Categories

BACK OF HOUSE

POSITIONS IN THE KITCHEN OF A RESTAURANT WHERE A GREAT DEAL OF PLANNING IS NECESSARY TO PREPARE AND FOLLOW THE DAY'S MENU. PREPARE AND ORGANIZE INGREDIENTS, SAUCES AND OTHER FOOD ITEMS THAT WILL BE NECESSARY TO QUICKLY FILL ORDERS AS THEY ARE RECEIVED. THIS REPORT IS NOT SPECIFICALLY DESIGNED FOR A CHEF POSITION BUT MORE FOR ALL OF THE SUPPORT TEAM IN THE KITCHEN THAT WORKS TO PREPARE THE NECESSARY ITEMS FOR THE MEAL.

BARTENDER

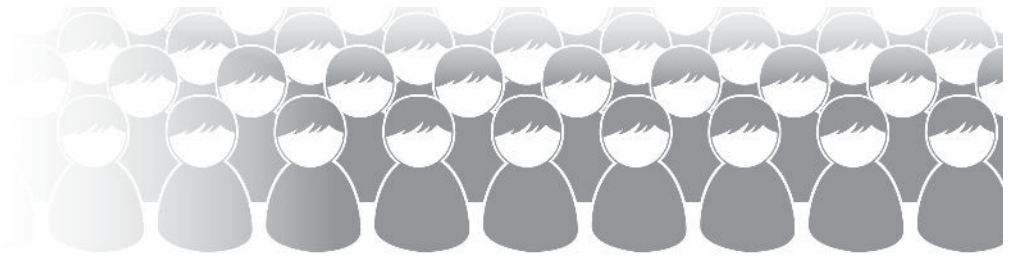
POSITIONS WHERE THE EMPLOYEE IS FILLING DRINK ORDERS FOR BAR CUSTOMERS AND/OR WAIT STAFF, HANDLING TAKE OUT ORDERS, HANDLING A CASH REGISTER, KEEPING THE BAR AREA CLEAN, PLANNING AND ORGANIZING BAR SUPPLIES AND INTERACTING WITH CUSTOMERS IN A FRIENDLY MANNER.

CHEF - HEAD COOK

POSITIONS IN THE KITCHEN OF A RESTAURANT WHERE A GREAT DEAL OF PLANNING AND MANAGEMENT IS NECESSARY FOR THE PREPARATION OF A MENU OF FOOD ITEMS. DIRECT OTHERS AND/OR PERSONALLY PREPARE AND ORGANIZE INGREDIENTS, SAUCES AND OTHER FOOD ITEMS THAT WILL BE NECESSARY TO QUICKLY FILL ORDERS AS THEY ARE RECEIVED. MANAGE KITCHEN STAFF TO KEEP THE KITCHEN CLEAN, ORGANIZED AND STOCKED WITH APPROPRIATE FOOD AND INGREDIENTS.

GENERAL SUPPORT

POSITIONS WITHIN A RESTAURANT ENVIRONMENT WHICH INCLUDE BUSBOY, FOOD RUNNERS AS WELL AS SOME GENERAL KITCHEN SUPPORT FOR CLEANING AND ORGANIZATION.



GREETER

TO GREET AND MANAGE INCOMING CUSTOMERS. THIS POSITION NORMALLY ENTAILS THE MANAGEMENT OF THE RESERVATION BOOK AS WELL AS THE WAIT LIST. REQUIRES COORDINATION OF EFFICIENT PLACEMENT OF CUSTOMERS IN SECTIONS OF THE RESTAURANT.

RESTAURANT MANAGER

RESPONSIBLE FOR DIRECTLY MANAGING OR OVERSEEING THE MANAGEMENT OF ALL RESTAURANT STAFF, VENDOR ORDERS AND DELIVERIES, FINANCIAL ACCOUNTING OPERATIONS FOR THE RESTAURANT AND THE OVERALL CUSTOMER EXPERIENCE.

SERVER

POSITIONS WHERE THE EMPLOYEE IS DIRECTLY INTERACTING WITH A RESTAURANT CUSTOMER IN ORDER TO TAKE THEIR FOOD AND BEVERAGE ORDERS, FULFILL THOSE ORDERS, INTERACT WITH THE KITCHEN TO MANAGE THE FLOW OF ORDERS, INTERACT WITH THE BARTENDER FOR BEVERAGE ORDERS, PREPARE THE BILL, HANDLE PAYMENT, AND CONTROL THE CUSTOMER EXPERIENCE.

Property Management – Job Categories

ASSISTANT PROPERTY MANAGER

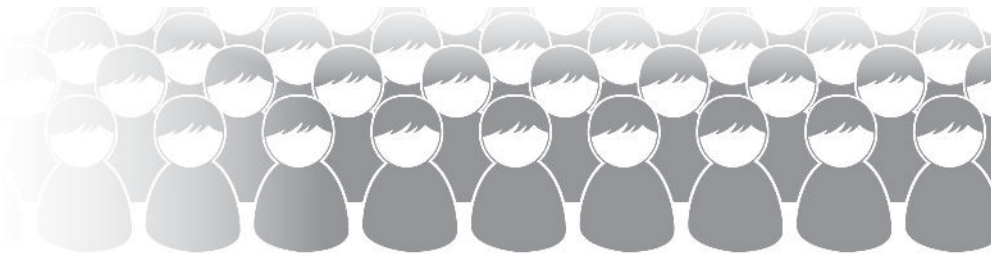
FINANCIAL AND CLERICAL DUTIES INCLUDING ASSISTING THE PROPERTY MANAGER IN OVERSEEING THE DAY-TO-DAY OPERATIONS OF A PROPERTY. THE ASSISTANT PROPERTY MANAGER HAS PRIMARY RESPONSIBILITY FOR THE COLLECTION AND POSTING OF ALL INCOME DUE TO THE PROPERTY.

CUSTODIAL

CLEANING, CUSTODIAL, LIGHT MAINTENANCE AND OTHER SUPPORT SERVICES.

PROPERTY LEASING CONSULTANT

THE LEASING CONSULTANT INTERACTS DIRECTLY WITH PROSPECTIVE AND CURRENT RESIDENTS TO ACHIEVE MAXIMUM OCCUPANCY, ACTS AS THE COMPANY'S REPRESENTATIVE BY CONVEYING THE BENEFITS OF THE COMMUNITY, IS RESPONSIBLE FOR THE LEASING PROCESS FROM INTRODUCTION TO THE ACTUAL OCCUPANCY OF THE RESIDENT, AND MAINTAINS COMMUNICATION THROUGHOUT THE TENANCY OF THE RESIDENT.



PROPERTY MAINTENANCE ASSISTANT

THE MAINTENANCE ASSISTANT IS RESPONSIBLE FOR MAINTAINING THE CLEANLINESS AND ORDERLINESS OF THE PROPERTY BY CLEANING AND MAINTAINING THE BUILDINGS AND GROUNDS.

PROPERTY MAINTENANCE SUPERVISOR

THE MAINTENANCE SUPERVISOR WILL PERFORM GENERAL AND/OR SPECIALIZED MAINTENANCE AND REPAIRS, SUPERVISE A TEAM OF MAINTENANCE TECHNICIANS AND ASSISTANTS, MANAGE A BUDGET FOR MOST COST EFFECTIVE PRACTICES, AND PROVIDE SUPERVISION, TRAINING AND DEVELOPMENT FOR ASSIGNED ASSOCIATES.

PROPERTY MANAGER

THE PROPERTY MANAGER HAS FULL RESPONSIBILITY FOR MANAGING THE DAY-TO-DAY ACTIVITIES AT AN ASSIGNED PROPERTY WHICH INCLUDES: DIRECTION AND SUPERVISION OF ALL STAFF TO ACHIEVE THE FINANCIAL AND OCCUPANCY GOALS OF THE COMPLEX WHILE MAINTAINING THE PROPERTY IN GOOD PHYSICAL CONDITION AND APPEARANCE. THE MANAGER IS ALSO RESPONSIBLE FOR IMPLEMENTING POLICIES AND PROCEDURES, SUPERVISING MAINTENANCE OF BUILDING AND GROUNDS, PERFORMING ADMINISTRATIVE FUNCTIONS AND MONITORING THE PERFORMANCE OF VENDORS AND CONTRACTORS.

Salon – Job Categories

SALON FIELD SALES

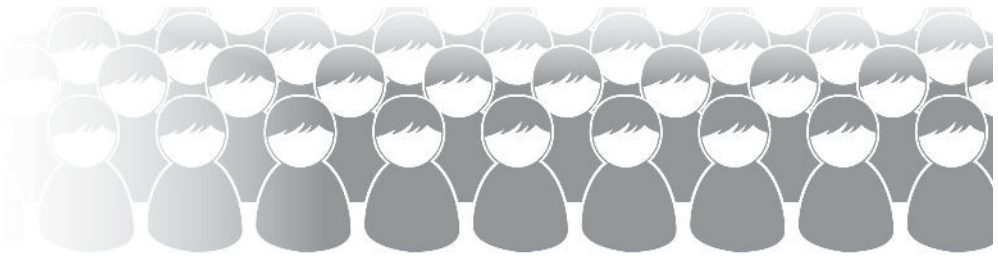
GREET CUSTOMERS AND MANAGE APPOINTMENT BOOK FOR SALON SERVICES. THIS POSITION USUALLY INCLUDES THE PRESENTATION, DEMONSTRATION AND UP-SELLING OF PRODUCTS AND SERVICES. MAINTAINING THE PRESENTATION AND AVAILABILITY OF PRODUCTS IN THE STORE.

SALON FRONT DESK – RETAIL

GREET CUSTOMERS AND MANAGE APPOINTMENT BOOK FOR SALON SERVICES. THIS POSITION USUALLY INCLUDES THE PRESENTATION, DEMONSTRATION AND UP-SELLING OF PRODUCTS AND SERVICES. MAINTAINING THE PRESENTATION AND AVAILABILITY OF PRODUCTS IN THE STORE.

SALON MANAGER

POSITIONS THAT INVOLVE THE DIRECT DAY TO DAY MANAGEMENT AND DIRECTION OF SALON EMPLOYEES.



SALON SPA TECHNICIAN

PROVIDE BEAUTY SERVICES SUCH AS FACIALS, HAND TREATMENT, WAXING AS WELL AS NAIL CARE. THIS MAY ALSO INCLUDE THE RECOMMENDATION OF PRODUCTS. TITLES FOR THIS CATEGORY WOULD INCLUDE AESTHETICIANS AND NAIL TECHS.

STYLIST

PROVIDE BEAUTY SERVICES, SUCH AS SHAMPOOING, CUTTING, COLORING AND STYLING HAIR. THIS MAY ALSO INCLUDE CONSULTING WITH THE CUSTOMER ABOUT HOW TO CARE FOR A PARTICULAR HAIR TYPE INCLUDING THE RECOMMENDATION OF CERTAIN PRODUCTS.

Leadership Identification and Development

TRAINING & COACHING NEW EMPLOYEES (ON-BOARDING)

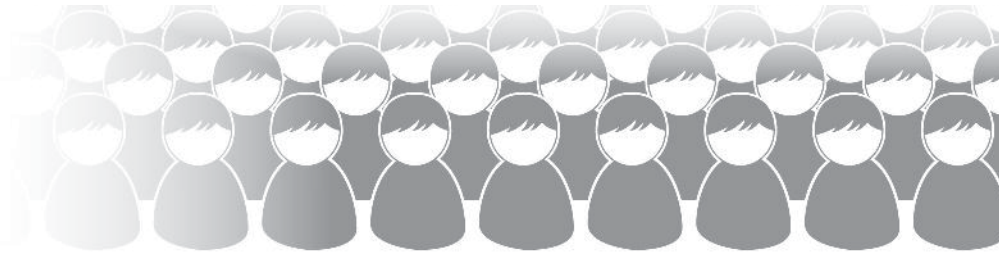
THERE ARE MANY CORE WORKPLACE BEHAVIORAL TRAITS THAT TRANSCEND MOST JOBS WITHIN THE ORGANIZATION. THIS REPORT IS DESIGNED TO BE USED WITH NEW EMPLOYEES FOR THE PURPOSE OF HELPING BOTH THE EMPLOYEE AND THEIR DIRECT SUPERVISOR/MANAGER PLAN FOR THE EMPLOYEE'S DEVELOPMENT. THE REPORT COVERS AREAS SUCH AS "LEARNING NEW THINGS", "WORKING ON A TEAM" AND "TAKING DIRECTION FROM OTHERS".

TRAINING & COACHING EXISTING EMPLOYEES

THIS REPORT IS BROKEN DOWN INTO BASIC WORK BEHAVIORS THAT AFFECT MOST JOBS. THE REPORT IS DESIGNED TO BE USED WITH EXISTING EMPLOYEES FOR THE PURPOSE OF HELPING BOTH THE EMPLOYEE AND THEIR DIRECT SUPERVISOR/MANAGER PLAN FOR THE EMPLOYEE'S DEVELOPMENT. TIPS WILL BE GIVEN FOR SOME AREAS THAT CAN BE USED TO IMPROVE PERFORMANCE, TRAINING AND COACHING OF THE EMPLOYEE OVER TIME. THE REPORT COVERS AREAS SUCH AS "DEALING WITH CHANGE", "HANDLING STRESS" AND "CONSISTENTLY FOLLOWING PROCEDURES".

LEADERSHIP – MANAGERIAL

THIS REPORT IS DESIGNED TO ASSIST IN EXPLORING AREAS WHERE EMPLOYEES CAN BE DEVELOPED AS A LEADER IN A MANAGERIAL ROLE. THE REPORT IS BROKEN DOWN INTO SECTIONS COVERING BEHAVIORAL AREAS SUCH AS "SOLVING PROBLEMS" AND "MAKING DECISIONS". THE REPORTS CAN ALSO BE USED BY AN INDIVIDUAL WHO WANTS TO EXPLORE THEIR OWN CORE PERSONALITY TRAITS AND HOW THEY AFFECT THEIR LEADERSHIP STYLE. THE REPORT PROVIDES TIPS AS TO HOW THE INDIVIDUAL CAN DEVELOP THEMSELVES IN A LEADERSHIP ROLE.



LEADERSHIP - EXECUTIVE

THIS REPORT IS DESIGNED TO ASSIST IN EXPLORING AREAS WHERE EMPLOYEES CAN BE DEVELOPED AS A LEADER IN AN EXECUTIVE ROLE. THIS REPORT IS BROKEN DOWN INTO SECTIONS COVERING AREAS THAT ARE TYPICALLY FOUND WITHIN AN EXECUTIVE LEVEL POSITION. MOST EXECUTIVE LEVEL POSITIONS ARE SIMILAR TO AN "ENTREPRENEURIAL" SITUATION IN THAT THE INDIVIDUAL IS RESPONSIBLE FOR A BUSINESS UNIT OR MAJOR DIVISION OF A COMPANY WITH ITS OWN REQUIREMENTS FOR PROFITABILITY, BUDGETING, STRATEGIC PLANNING, ETC. THE REPORT IS BROKEN DOWN INTO SECTIONS SUCH AS "BUSINESS PLANNING AND VISION" AND "SELLING AND MARKETING".

LEADERSHIP – SELF-DEVELOPMENT

THIS REPORT IS DESIGNED TO BE USED BY AN INDIVIDUAL WHO WANTS TO EXPLORE THEIR OWN CORE PERSONALITY TRAITS AND HOW THEY AFFECT THEIR LEADERSHIP STYLE. THE REPORT PROVIDES TIPS AS TO HOW THE INDIVIDUAL CAN DEVELOP THEMSELVES IN A LEADERSHIP ROLE.