



Full Time Staffing/Health Unit Coordinator Job Posting

Copperfield Hill is a senior housing campus offering Assisted Living, Memory Care and Independent Living to over 250 seniors in our hometown of Robbinsdale and surrounding communities. Copperfield is an over 30 year strong family owned and operated business and we are proud of our commitment to provide quality care and housing to those who have served us so well.

We are hiring for a new position that is 50% Staffing Coordinator and 50% Health Unit Coordinator assisting our DON. Your key responsibilities will be interviewing, onboarding and supporting the needs of the DON. We have the very best nurses to work with and this will be a fun and never dull job.

The top candidate will have excellent communication, organizational and time management skills, understand and provide superior customer service (both internal and external) and have a strong desire to improve work flow. Superior computer skills are a must! Salary is commensurate with experience.

We value teamwork, integrity, leadership, hard work and willingness to go the extra mile. Come and see why working as part of the Copperfield team is both worthwhile and fulfilling!

Schedule: daily 8 hour shift, Monday to Friday

Benefits:

- 401(k), 401(k) matching
- Dental & health insurance
- Flexible spending account
- Paid time off
- Tuition reimbursement
- Referral bonus programs
- Ongoing education and training
- Performance based pay increases

Education & Experience

- High school or equivalent (Required)
- HUC: 1 year (Preferred)
- Staffing: 1 year (Preferred)

If you believe you would be a good fit for this position and you live by the values of integrity, hard work and respect for the elderly, then you may be the candidate we're looking for! Please complete an application on our website to apply or stop in and see us at 4200 40th Avenue N. in Robbinsdale.

4200 40th Avenue North • Robbinsdale, MN 55422

Phone: 763-277-1001 • Fax: 763-277-1016 • Website: www.copperfieldhill.com