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Template

Description

Qualifications

Responsibilities

Requirements

Job Type

Pay

Benefits

Schedule

Work Location

On-Site Roles

Office Manager

Description

Join Blue Rock Senior Living Community in the White Oak area of Cincinnati, Ohio as an Office Manager and contribute to our mission of providing caring, compassionate, and heartfelt care to our senior residents. We are seeking a qualified and experienced professional to lead our Independent Senior Living Facility with expertise, empathy, and a commitment to excellence.

Qualifications

- Outstanding leadership skills

- Effective organizational skills
- Willingness to continuously improve skills.
- Ability to demonstrate respect for people skills.

Responsibilities

Operations and Staff Management:

- Lead direct report staff to deliver high-quality care to residents.
- Conduct regular meetings with direct report staff to provide supervision, ensure communication, and monitor facility operations.
- Conduct annual performance evaluations on each direct report staff.
- Maintain and implement facility policies and procedures in compliance with corporate, state, federal, and other regulatory guidelines to ensure the highest level of care.
- Ensure adequate preparation for and participate in regulatory compliance surveys.
- Oversee day-to-day operations, including staffing, budgeting, and facility management.

Food Service Management:

- Plan menus using the Grove Menu system.
- Purchase foods and supplies; inventory and supervise storage of incoming food and supplies.
- Print production sheets, prepare, and pull recipes for utilization by the cook team.

Community Engagement:

- Work closely with outside sales/marketing organizations to ensure occupancy targets are met and maintained.
- Build positive relationships with residents, families, staff, and the community.

Requirements

- Experience: While 5 years of experience in a similar role is highly desired, we also encourage fresh graduates to apply.
- Education: A Bachelor's degree or equivalent qualification in healthcare is recommended.
- Licensing: A Nursing Home Administrator License in Ohio or an equivalent license is recommended.
- Skills: Must possess demonstrated skills related to management, planning, budgeting, marketing, and quality improvement.

Job Type

Full-time

Pay

\$15 - \$20 per hour, negotiable

Benefits

- Paid time off

Healthcare setting

- Group home

Schedule

Mondays to Fridays, business hours: 9 AM - 5 PM

Work Location

Relocation to Cincinnati, OH 45247 is required before starting work (in-person).

Office Assistant OJT

Description

Join Blue Rock Senior Living Community in the White Oak area of Cincinnati, Ohio as an Office Assistant OJT. In this role, you will gain hands-on experience in office operations while contributing to our mission of providing caring, compassionate, and heartfelt support to our senior residents. This position is ideal for individuals looking to build their skills in administrative work within the senior living industry.

Qualifications

- Strong organizational and communication skills
- Eagerness to learn and continuously improve
- Ability to demonstrate professionalism and respect
- Positive attitude with a willingness to contribute to the team

Responsibilities

- Administrative Support: Assist with day-to-day office tasks, including filing, answering phones, and data entry.
- Document Management: Help maintain records, organize files, and ensure the accuracy of important documents.

- **Communication:** Support internal and external communications by assisting with email correspondence, meeting coordination, and providing information to residents and families as needed.
- **Facility Operations:** Help with scheduling, inventory management, and basic office operations, ensuring smooth day-to-day functionality.
- **Community Engagement:** Assist in community outreach efforts and help foster positive relationships with residents, staff, and the broader community.

Requirements

- **Education:** High school diploma or equivalent is required; current students or recent graduates are encouraged to apply.
- **Experience:** Prior experience in an office setting is a plus but not required.
- **Skills:** Must demonstrate strong organizational abilities, attention to detail, and good interpersonal skills.

Job Type

Part-time or Full-time (OJT Program)

Pay

\$12 - \$15 per hour, negotiable

Schedule

Mondays to Fridays, 9 AM - 5 PM (flexible hours available during training)

Work Location

Blue Rock Senior Living, White Oak area, Cincinnati, OH 45247 (in-person).

Culinary Chef

Description

We are seeking a passionate and innovative Culinary Chef to join our team on-site. The ideal candidate will have a strong passion for food, a creative approach to menu development, and the ability to produce high-quality meals while maintaining a well-organized kitchen.

Qualifications

- Bachelor's degree in Culinary Arts or a related field

- Proven experience in a professional kitchen environment
- Strong portfolio or collection of dishes showcasing your culinary skills
- Proficiency in food preparation, cooking techniques, and kitchen equipment
- Excellent communication and teamwork skills

Responsibilities

- Collaborate with the team to create and refine menus
- Prepare and present high-quality meals, paying attention to taste and presentation
- Source and manage inventory of fresh ingredients
- Ensure compliance with health and safety regulations
- Manage kitchen operations, including scheduling and staff coordination
- Maintain a clean and organized kitchen environment

Requirements

- Fresh graduates welcome; culinary internships or previous kitchen experience is a plus
- Strong understanding of culinary techniques, flavor combinations, and food safety standards
- Ability to work in a fast-paced, high-pressure environment
- Excellent time management and organizational skills
- Attention to detail and creative problem-solving abilities

Job Type

Full-time

Pay

Competitive salary based on experience

Benefits

- Opportunities for career growth and development
- Supportive and collaborative team environment

Schedule

Mondays to Fridays, business hours: 8 AM - 3 PM

Work Location

On-site, with a focus on collaboration and hands-on work in our kitchen.

Relocation to Cincinnati, OH 45247 is required before starting work (in-person).

Project-based

Interior Designer

Description

We are looking for a creative and experienced Interior Designer to work with us. The ideal candidate will have a passion for design, a keen eye for detail, and the ability to create functional and aesthetically pleasing spaces.

Qualifications

- Bachelor's degree in Interior Design or related field
- Proven experience as an interior designer
- Strong portfolio showcasing design projects
- Proficiency in design software such as AutoCAD, SketchUp, and Adobe Creative Suite
- Excellent communication and presentation skills

Responsibilities

- Collaborate with clients to understand their needs and preferences
- Create detailed design plans, including floor plans, elevations, and 3D renderings
- Select and source materials, furniture, and decor
- Manage project timelines and budgets
- Coordinate with contractors and suppliers to ensure project completion

Requirements

- Minimum of 3 years of experience in interior design
- Strong knowledge of design principles and color theory
- Ability to work independently and manage multiple projects
- Attention to detail and problem-solving skills
- Strong organizational and time management skills

Job Type

Contract

Pay

Competitive salary based on experience

Benefits

Flexible working hours

Schedule

Within 1~2 months

Work Location

On-site

Photographer

Description

We are seeking a talented and experienced Photographer to work with us. The ideal candidate will have a strong portfolio, a passion for photography, and the ability to capture stunning images and videos, particularly for real estate. Experience with drone photography and videography is highly desired.

Qualifications

- Proven experience as a photographer, especially in real estate
- Proficiency in photo and video editing software (e.g., Adobe Photoshop, Lightroom, Premiere Pro)
- Experience with drone photography and videography
- Excellent eye for detail and composition
- Strong communication and presentation skills
- Familiarity with real estate staging and lighting techniques

Responsibilities

- Capture high-quality photos and videos of properties for real estate listings
- Use drones to capture aerial footage of properties
- Edit and retouch photos and videos to enhance visual appeal
- Collaborate with real estate agents and property owners to understand project needs
- Ensure all photography and video projects are completed within deadlines
- Maintain and care for camera and drone equipment

Requirements

- Minimum of 3 years of experience in photography (real estate experience preferred)
- Strong knowledge of photography techniques, lighting, and equipment
- Familiarity with drone operation and relevant certification (if required by law)
- Ability to manage multiple projects independently
- Excellent organizational and time management skills

Job Type

Contract

Pay

Competitive salary based on experience

Benefits

Flexible working hours

Schedule

Within 1~2 months

Work Location

On-site

Volunteer**Resident Engagement Volunteer****Description**

We are seeking compassionate and dedicated volunteers to join us at Blue Rock Senior Living. Volunteers will play an essential role in enriching the lives of our residents through social interaction, engaging activities, and genuine companionship. This position is ideal for individuals who want to make a positive impact, including students seeking community service hours or anyone with a desire to give back to the community.

Qualifications

- Passionate about enhancing seniors' daily experiences
- Strong interpersonal skills with patience, empathy, and warmth
- Team-oriented with the ability to work independently; experience with seniors is a plus

Responsibilities

- Assist with organizing and facilitating planned activities like arts, crafts, games, and exercise sessions
- Provide companionship by engaging residents in meaningful and uplifting conversations
- Support residents during mealtimes, fostering an inclusive and welcoming environment
- Help during special events, contributing to a positive and enjoyable experience for residents
- Aid in the setup and cleanup of activity spaces, working closely with staff to ensure smooth operations
- Encourage social interaction among residents to promote a sense of community

Requirements

- Commitment of at least 2-4 hours per week, with flexible scheduling options
- Attend a brief orientation session to understand role expectations
- Complete a standard background check prior to starting
- Show respect for residents' privacy and uphold confidentiality at all times
- Exhibit reliability and punctuality in attending volunteer shifts
- Display a compassionate and understanding attitude toward residents

Job Type

Volunteer

Benefits and Incentives

- Gain community service hours in a meaningful and fulfilling environment
- Build relationships with residents and hear inspiring life stories
- Develop valuable experience in senior care and community engagement

Schedule

Flexible, with various shifts available throughout the week

Work Location

On-site

Remote Jobs

Leads Generator

Description

We are seeking a highly motivated and detail-oriented Leads Generator to join our virtual team. In this role, you will be responsible for identifying and cultivating new business opportunities through a variety of lead generation strategies, focusing on building relationships with key industries and organizations.

Qualifications

- Proven experience in lead generation, appointment setting, and sales
- Strong communication and interpersonal skills
- Proficiency in CRM software and lead database tools
- Ability to work independently and manage time effectively
- Excellent analytical and problem-solving skills

Responsibilities

- Identify and qualify potential leads through research and targeted outreach
- Develop and implement effective lead generation strategies
- Reach out to key organizations, including Assisted Living Nursing Homes, Competitors, Geriatric Care providers, Home Health Agencies, Hospice Providers, Hospitals, Insurance Providers, Local Communities, Doctors, Government Programs, Marketing Visits, Nursing Homes, Providers, Referral Agencies, Rehabilitation Centers, Religious Organizations, Senior Centers, Shelters, Support Groups, and Veteran's Affairs (VA) Hospitals and Organizations
- Maintain and update CRM databases with accurate lead information
- Collaborate with sales and marketing teams to optimize lead generation efforts

Requirements

- Bachelor's degree in Marketing, Business, or a related field, or a high school diploma
- Minimum of 2 years of experience in lead generation, appointment setting, or a similar role
- Strong understanding of sales and marketing principles
- Proficient in using email marketing, CRM databases, and other lead generation tools

- Ability to work in a fast-paced, remote environment

Job Type

Part-time

Pay

\$4 an hour

Benefits

Flexible working hours

Schedule

Business hours: 9 AM - 5 PM US Eastern Time

Work Location

100% Remote

Leads Coordinator

Description

We are seeking a highly motivated and detail-oriented Leads Coordinator to join our virtual team. The successful candidate will be responsible for identifying and developing new business opportunities through various lead generation strategies.

Qualifications

- Proven experience in lead coordination, appointment setting, and sales
- Strong communication and interpersonal skills
- Proficiency in CRM software and lead database tools
- Ability to work independently and manage time effectively
- Excellent analytical and problem-solving skills

Responsibilities

- Identify and qualify potential leads through research and outreach
- Develop and implement lead generation strategies
- Maintain and update CRM database with accurate lead information
- Collaborate with sales and marketing teams to optimize lead generation efforts

Requirements

- Bachelor's degree in Marketing, Business, or a related field or High School diploma
- Minimum of 2 years experience in lead coordination, appointment setting or a similar role
- Strong understanding of sales and marketing principles
- Proficient in using email marketing, leads CRM databases and other lead generation tools
- Ability to work in a fast-paced, remote environment

Job Type

Part-time

Pay

\$3 an hour

Commission matrix:

\$25: Scheduled Tour/Visit

\$100: Successful Move-In

Benefits

Flexible working hours

Schedule

Within business hours 9AM - 5 PM US Eastern time

Work Location

100% Remote

Medical Biller

Description

We are seeking a detail-oriented Remote Medical Biller to join our team. You will process and manage healthcare billing information, ensuring accurate and timely billing. Your role is essential for maintaining our financial health and supporting our clients.

Qualifications

- High school diploma or equivalent (Associate's/Bachelor's preferred).
- CPB certification is a plus.
- Minimum 2 years of medical billing experience.
- Knowledge of medical terminology, coding (ICD-10, CPT), and insurance processes.
- Proficient in medical billing software and EHR systems.
- Excellent communication and customer service skills.
- Strong attention to detail and organizational abilities.
- Ability to work independently and manage time effectively.

Responsibilities

- Review and process patient billing information.
- Submit and follow up on insurance claims.
- Verify and correct billing data.
- Resolve billing issues with healthcare providers and insurers.
- Maintain patient confidentiality and HIPAA compliance.
- Keep accurate billing and claims records.
- Prepare reports for management.
- Stay updated on billing regulations and coding practices.
- Handle phone calls, faxes, claims, credentialing, Medicaid, and other tasks.

Requirements

- College degree
- Reliable internet connection and a dedicated home office setup.
- Extensive experience as a medical biller, with a proven track record in handling complex billing processes
- Home Health experience and Insurance Credentialing experience is a must.
- Familiarity with medical billing software (e.g., Kareo, AdvancedMD, etc.).
- Knowledge of medical billing regulations and compliance standards.
- Ability to handle confidential information with integrity.
- Strong analytical skills and problem-solving abilities.
- Proficiency in Google Workspace, Office 365, eFax, Adobe PDF

Job Type

Part-time 4 hours

Pay

\$5 an hour

Benefits

Schedule

Within business hours 9AM - 5 PM US Eastern time

Work Location

Remote

Social Media Manager

Description

We are seeking an experienced Social Media Manager to handle both personal and company accounts, with a strong emphasis on TikTok. The ideal candidate will be creative, strategic, and adept at engaging audiences across multiple social media platforms.

Qualifications

- Proven experience as a Social Media Manager or similar role
- Deep familiarity with TikTok, including trends and best practices
- Strong understanding of other social media platforms (e.g., Instagram, Facebook, Twitter, LinkedIn)
- Excellent written and verbal communication skills
- Creative thinking and problem-solving abilities
- Ability to analyze social media metrics and adjust strategies accordingly

Responsibilities

- Manage and oversee personal and company social media accounts
- Develop and implement social media strategies to increase engagement and followers
- Create, edit, and publish engaging content, particularly on TikTok
- Monitor social media trends and adjust content strategies as needed
- Respond to comments and messages in a timely manner
- Collaborate with other team members to ensure brand consistency
- Analyze social media metrics and prepare reports on performance
- Stay up-to-date with the latest social media best practices and technologies

Requirements

- Bachelor's degree in Marketing, Communications, or a related field (preferred but not required)
- Proven work experience as a Social Media Manager or similar role
- In-depth knowledge of TikTok and other social media platforms
- Strong writing, editing, and proofreading skills
- Ability to multitask and manage multiple projects simultaneously
- Experience with social media management tools (e.g., Hootsuite, Buffer)
- Basic graphic design skills (preferred)

Job Type

Initially Part-Time that may turn into Full-time. Your role grows as the company grows

Pay

\$4 an hour

Benefits

Flexible working hours

Schedule

Within business hours 9AM - 5 PM US Eastern time

Work Location

100% Remote

[Interviews](#)