

REHABILITATION SERVICES MANAGER: Responsible for rehabilitation services related to physical therapy, occupational therapy, speech/language pathology, and athletic training. Responsible for the supervision and management of the day to day functioning of these departments as well as marketing, public relations, and coordination of services with other hospital, clinic and nursing home departments. Responsible for providing patient and resident therapy services while assuring continuous quality improvement. Must possess the skill to evaluate and safely treat physical therapy patients. Ability to plan and problem solve. Must adapt to a changing health care environment. Must have ability to motivate others and utilize effective leadership skills. Graduate of an accredited program of Physical Therapy, Occupational Therapy, or Speech Therapy. Minimum of Master's Degree and three years of experience preferred.

FOOD SERVICE SUPERVISOR: The Food Service Supervisor assists the manager with quality of performance for employees. As supervisor of these employees, expectations include but are not limited to: assisting with interviewing, hiring, counseling, disciplining, and performance reviews. Supervisor is expected to oversee adequate staffing and scheduling issues. Must demonstrate effective leadership and management skills. Must have effective listening and verbal skills to communicate with staff, families and students. Able to delegate responsibilities, effectively manage conflict and negotiation. Able to assess and apply patient care protocols relating to patients of all ages as required. Able to recognize, evaluate, and provide for nutritional needs based cultural, ethnic, and religious beliefs.

DEPARTMENT ASSISTANT: Full-time position; responsibilities include support for Rehab Services, Laboratory and Radiology Departments including scheduling, patient data entry, ordering supplies, maintaining patient charts. The Department Assistant must be self-directed with a high level of accountability and minimal supervision. The Department Assistant receives visitors or patients, ascertains their needs and directs them accordingly. Answers telephone and performs general secretarial duties. Will be responsible for keeping department orderly and clean. Strong communication skills.

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successful candidate should have experience setting a tone and expectation of excellence, continual improvement, and strong customer service to the campus and external parties and excellent writing, speaking, interpersonal and intercultural communication skills.

Please submit a cover letter, resume, and list of five references to: Julie Dather, Director of Human Resources, Mount Marty College, 1105 West 8th Street, Yankton, SD 57078 or email jdather@mtmc.edu.

MOUNT MARTY MMC is an EEO Employer www.mtmc.edu

Single Copy Sales Manager

Yankton Media, Inc. is currently looking for a Single Copy Sales Manager. As the Single Copy Sales Manager you will work closely with the Circulation Director to ensure that all over the counter and news box locations are functioning properly. This includes (but is not limited to) regular phone and in-person visits, ensuring signage is properly posted and regular maintenance on news box locations. Applicant also be responsible for draw maintenance, will management of delivery contractors and be asked to seek out new sales locations

The ideal applicant will be proficient in a PC environment, be detail oriented and have sales and marketing background. This is not your typical office job. Interested candidates must be able to multi task and switch gears quickly based on what the day brings.

The Single Copy Sales Manager is an entry level position with some managerial duties. Normal hours are Monday Friday 8-5 with some weekend and evening work. Medical, dental, and vision insurance is available, paid time off available after 90 days.

Interested applicants please send a cover letter and resume to:

Yankton Media Inc.

Mike Hrycko **Circulation Director** Yankton Media, Inc. 319 Walnut St., Yankton, SD 57078 mike.hrycko@yankton.net

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