

Employment Opportunities

EO-17-37
May 30, 2017

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
pwalker@LeadingAgeWI.org

Subject: Positions Available:
Nursing Home Administrator, Plymouth
Assistant Director of Maintenance, Milwaukee
Nursing Home Administrator, Madison
Nurse Manager (1st shift), Elkhorn
Director of Nursing, Sheboygan Falls

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a one-time listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad. A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office. **Employment Opportunities are now included in our weekly e-News newsletter. Employment Opportunities must be submitted by close of business Friday prior to the week of the ad posting.** Ads submitted also are displayed on the LeadingAge Wisconsin web site which can be found at www.leadingagewi.org/employment-opportunities.

Position(s) Available:

EO-PA-288 Nursing Home Administrator - Rocky Knoll Health Care Center, a Sheboygan County owned and operated facility, is actively seeking an

administrator to be responsible for the overall operation of our 149 bed skilled nursing facility. In addition to being dedicated to the highest quality resident care and professional standards of practice, our ideal candidate will be comfortable working in a dynamic environment characterized by creative and progressive management philosophy. Applicants should have a minimum of a bachelor's degree, at least 5 years experience in long-term care management, and a current Wisconsin Nursing Home Administrator's License or eligibility for reciprocity.

Rocky Knoll is an attractive facility located in a wooded setting about 3 miles north of Plymouth, WI. Visit www.myrockyknoll.com to learn more about the facility, the care and services, and to take a visual tour.

To view complete job description, visit www.sheboygancounty.com. Deadline to apply is Friday June 30th, 2017.

EO-PA-289 Assistant Director of Maintenance - Full-time position open for the hours of 8:00am-4:30pm. This position is 80 hours per two-week pay period. Position includes some weekends and on call. Directs/coordinates activities of workers engaged in repair, maintenance and installation of machines and equipment, and in maintenance of building, grounds and utility systems of campus and SSSF owned houses; works within Maintenance and Capital Budgets; and assists with all cemeteries where SSSF are buried.

Associates Degree or equivalent from a two year college or technical school or three to five years related experience and/or training; or combination of education and experience. Valid Driver's license required. Certificates: Low pressure Boiler license or certification in HVAC preferred. This position is benefit eligible.

Please submit cover letter and resume to Regina Sloan-Harmon at rsloan-harmon@sssf.org

EO-PA-290 Nursing Home Administrator - The Oakwood Lutheran Homes Nursing Home Administrator is responsible for the general leadership of Oakwood Village's Skilled Nursing Facility in the development and implementation of quality services to the residents in alignment with the mission, vision and values of Oakwood Lutheran Senior Ministries. Provide specific leadership and hands-on administration of the Skilled Nursing Facility with day-to-day detailed involvement in managing compassionate care and excellent service to help every resident attain and maintain their highest level of well-being.

This position is accountable to the Campus Executive Director.

Essential Responsibilities:

1. Responsible for the general leadership of the Skilled Nursing Facility, with emphasis on empowering staff to be creative, to offer input into the decision-making process, and to develop as an accountable member of the Oakwood team.
2. Responsible for the provision of exceptionally high quality services for the residents/families. Ensures prompt resolution of concerns that will result in resident/family satisfaction. Reviews services provided in view of market needs and future opportunities.
3. Responsible for the financial results, including performance against budget, payroll costs, and routine capital expenditures.
4. Promptly corrects unsatisfactory conditions that may arise in any phase of the Skilled Nursing Facility operations.
5. Works with the Human Resources Department to ensure that the Human Resources policies and procedures are administered effectively and handled in a fair manner.
6. With input from others, develops the facilities annual goals and objectives and assures that the action steps are implemented as scheduled. Ensures the goals and objectives are in alignment with the campus goals and overall Oakwood business goals.
7. Responsible for a sound organizational plan of staffing to ensure the effective delivery of quality services.
8. Responsible for serving as staff liaison for the Resident Council in Hebron and advocating for the resident needs.
9. Responsible for the leadership of the SNF QA process including the quarterly QA meetings, falls prevention team, and other QA teams as needed.
10. Responsible for maintaining a positive image of Oakwood with hospitals, business partners, member churches and the community in general.
11. Coordinates the development, implementation, and communication of policies and procedures for each department and facility.
12. Provides reports to and at times may be asked to attend Board Council meetings as appropriate
13. Responsible for compliance with regulatory agencies and codes pertaining to the operation of the nursing home (i.e. HFS 132).
14. Responsible for the maintenance and protection of the building, equipment, and fixtures to ensure their continuous use and efficient operation. Determines that adequate sanitary conditions are maintained.
15. Responsible for developing close supportive relationships with area hospitals and for managing the admissions and discharge processes to achieve the payor mix objectives of Oakwood.

16. Responsible for being an active member on campus and corporate teams including but not limited to: Campus Management Team, Safety Committee, etc.
17. Other duties as assigned.

Competencies:

1. Business Thinking. Understands Oakwood as a series of interlocked and intertwined business processes; able to respond to changing business needs; understands impacts to the organization; and able to utilize teamwork towards Oakwood's mission.
2. Customer Service. Ability to see Oakwood through the eyes of the employees, management, residents, and stakeholders; anticipates the needs of the customers and continues to seek information and understanding.
3. Financial Expertise. Understands the financial complexity of the organization; ability to establish and monitor the referral information and impact of discharge timing and coordination as it relates to SNF financial performance and able to use the information to make informed business decisions. Understands how case mix affects expenses and the need to continuously assess.
4. Business Growth. Understands the need to expand the business and importance of growth; continually looks for ways to grow the organization and remains competitive in the long-term healthcare industry.
5. High Standards. Sets objectives and holds self and Foundation staff accountable for quality; uses best practices for establishing quality standards.
6. Integrity. Performs ethically and honestly in all work activities; willing to take responsibility for their actions and fosters a respectful work environment where the same behaviors are expected and rewarded.
7. Mission Focus. Commitment to Oakwood's mission and uses the core purpose in daily work activities.
8. Organization and Planning. Demonstrates ability to manage time, tasks, and projects wisely; highly productive and efficient.
9. Problem Solving and Decision Making. Demonstrates ability to identify problems and engage in a resolution process that includes fact finding, commitment to action, and good judgment.
10. Results Driven. Ability to stay focused on outcomes and accomplishments; motivated by achievements; and is goal orientated.
11. Team Leadership. Ability to create, lead, and maintain an environment that fosters teamwork, accountability, and success.
12. Technical Expertise. Utilizes and leverages new technologies to stay current and competitive in the long-term healthcare industry.

Qualifications:

1. Thorough knowledge of current principles and practices of nursing home administration.
2. Working knowledge of Federal and State regulations pertaining to the nursing home setting.
3. Commitment to exceptional clinical care of the frail and aging adults.
4. Excellent communication and human relations skills.

Interested parties can apply on our website: www.oakwoodvillage.net

EO-PA-291 Nurse Manager (RN) - 1st Shift, Memory - Lakeland Health Care Center is a skilled nursing facility with 120 private rooms dedicated to promoting resident directed care.

This position manages subordinate supervisors who supervise employees on the nursing households and is responsible for the overall direction, coordination, and evaluation of these households. The Nurse Manager carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Associate's degree in nursing and three to five years of relevant prior experience. Bachelor's degree preferred.

Apply Online:

<http://www.co.walworth.wi.us/Government%20Center/Human%20Resources/CurentOpportunities.aspx>

T: 262-741-4949

E: hmahoney@co.walworth.wi.us, Hillary Mahoney, HR Analyst

EO-PA-292 Director of Nursing - Reporting to the administrator, the DON is responsible for nursing services within our 50 resident skilled nursing facility, which includes 14 short-term rehab residents. As a leader in the organization, it is essential that the director of nursing understand, value and support the mission, vision, and values of the organization in providing Christ-centered care to our residents and staff.

Responsibilities Include:

- Leading the nursing department, its programs and activities in accordance with current regulations.

- Developing strong working relationships with staff, residents, and residents' families.
- Coaching, mentoring, and developing staff to work to the best of their abilities in providing Christ-centered care to our residents.
- Supporting a strong sense of team among clinical staff and with all departments in the organization while supporting resident-centered care.
- Developing and maintaining written policies and procedures for day-to-day functions of the nursing home with a focus on resident-centered care.
- Serving on committees of the facility as required or requested by the administrator.
- Participating in resident care plan meetings.
- Assessing staffing levels and working with the administrator, director of human resources, and chief financial officer to make recommendations to any staffing changes.
- Working closely with the Scheduling Department to ensure that each shift is appropriately staffed with licensed nurses and CNAs.

Education and Experience:

- Current RN license in State of Wisconsin.
- Bachelor's degree in nursing required.
- Minimum of 4 years experience working in a supervisory role in health care required; experience in a nursing home setting preferred.
- Knowledge of nursing and medical practices and procedures; solid understanding of nursing home regulations.
- Strong communication skills, including the ability to explain complex medical terminology and situations to residents and families.
- Experience planning, organizing, developing, and evaluating programs, goals, and objectives necessary for providing quality care.
- Willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Strong leadership skills with experience leading a diverse team.
- Ability to communicate effectively with a wide variety of people at all levels of an organization, residents, and family members.

Interested candidates should submit resume and cover letter to:

Kelly Honkanen, HR Representative
 Pine Haven Christian Communities
 531 Giddings Avenue
 Sheboygan Falls WI 53085
khonkanen@pinehaven.org