

Employment Opportunities

EO-17-39
June 22, 2017

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Assistant Administrator-Clearview, Juneau
Nursing Home Administrator, Viroqua

“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-296 Assistant Administrator-Clearview

Department/Location: Clearview
Reports to: Administrator at Clearview
Status: Full time; Exempt

Overall Purpose/Summary: Under the general direction of the Clearview Administrator, assists Administrator in overall management and operations of Clearview Campus. Assists Clearview Administrator to ensure Clearview and Assisted Living Areas are in compliance with all State/Federal Codes. This position works independently in determining work priorities, methods and projects, having a high degree of discretion in performing job functions while communicating extensively to the Clearview Administrator on status, challenges and identifying opportunities. Assumes the duties and responsibilities of the Administrator in his/her absence.

Education and Experience:

- Four (4) year Bachelor's degree in health services administration or related field.
- Five years of supervisory or administrative experience, preferably in a health care setting.
- Wisconsin license as Nursing Home Administrator required or having successfully completed within six months of starting the position
- Master's Degree preferred.

Other Requirements:

- Knowledge of specialized principles and practices of facility administration including clinical, personnel, and support services.
- Knowledge of state and federal nursing home regulations and Wisconsin long term care system
- Knowledge of governmental procedures, and of Dodge County organization, policies and procedures.
- Ability to plan, supervise, and review work of clinical service and support service department heads.
- Ability to establish and maintain a positive working relationship with co-workers, residents, resident representatives, community representatives, news media, related agencies, etc.
- Ability to effectively present facts, recommendations, and alternative courses of action.
- Ability to analyze and exercise sound judgment in arriving at conclusions.
- Ability to independently make decisions and adapt to unforeseen circumstances
- Excellent written and oral communication skills
- Must have flexibility to adjust work schedule to meet resident, staffing and/or facility needs
- Must meet requirements of Dodge County Driver Qualification Policy

Starting Wage Range (7/1/17): \$37.61/hr - \$42.99/hr
(Dodge County Labor Grade Nine (14))

****PLEASE NOTE THE APPLICATION PROCESS BELOW****

Applicants: Dodge County now accepts online applications only. For position details, complete job description and to apply visit: <http://tinyurl.com/jobsatdodge>

***Please note, if you do not have access to a computer you may stop in at the Dodge County Human Resources Department or at Clearview to use a public computer or visit any local library.*

If you have any questions please feel free to contact Clearview HR Dept. at 920-386-3438. Thank you for your interest.

EO-PA-297 Nursing Home Administrator - Vernon Manor Nursing Home, a Vernon County owned and operating facility, is actively seeking an administrator to be responsible for the overall operation of our 90 bed skilled nursing facility. This position is responsible for directing the overall operation of the nursing home within the policies to assure that the highest degree of quality resident care is maintained at all times.

Graduation from an accredited college in Health Care Administration or a related course of study; minimum of three (3) years of experience as Administrator in a comparable facility; or any acceptable combination of experience and training. Must meet Wisconsin Nursing Home Administrator licensing requirements.

Must pass background check and pre-employment drug screen.

Job description, wage scale and application available at www.vernoncounty.org. Deadline to apply is Friday, July 21, 2017.

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