

## Employment Opportunities

EO-18-12  
November 30, 2017

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:  
Nursing Home Administrator, Richland Center  
Nursing Home Administrator, Marshfield  
Director of Nursing, Prairie Farm  
Chief Executive Officer, Holland, MI  
Administrator, Kenosha  
Chief Executive Officer, Alma, MI

“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 bi-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](http://www.leadingagewi.org/employment-opportunities).

### Position(s) Available:

**EO-PA-334 Nursing Home Administrator** - Pine Valley Community Village is an 80 bed skilled nursing facility with new 16 bed CBRF, built in 2016, located in a beautiful country setting. It is located close enough to town for convenience yet far enough away to enjoy the serenity Mother Nature has to offer.

Pine Valley is a non-profit, county-owned facility serving the greater Richland area, which is located midway between Madison and LaCrosse on Hwy 14, in Richland Center.

Qualified individuals will possess a valid Wisconsin Nursing Home Administrator's license, and meet qualifications as Assisted Living Administrator, a Bachelors degree with three years of nursing home or business administration experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Individuals should also have strong financial skills, commitment to person-centered care and ability to report to and work with the Board of Trustees. Many long term, knowledgeable department heads to work with.

Position is available due to retirement in February 2018. Salary is negotiable. Deadline for resumes is December 24<sup>th</sup> 2017.

Interested individuals may submit resumes to: Administrator, Pine Valley Community Village, 25951 Circle View Lane, Richland Center, WI 53581

E/O/E M/F/H

**EO-PA-335 Nursing Home Administrator (Sub-Acute Facility)** - This highly innovative and successful model serves the Marshfield and surrounding community in a new post-surgical, sub-acute, rehabilitation setting. This 20 bed facility model has received national attention and has received high accolades in patient satisfaction. It is licensed as a skilled nursing facility.

**Requirements:**

- Successful completion of a bachelor's degree program in Health Care Administration, or other degree related to Elder Care Services
- Two to four years of administrative experience in a similar setting
- Must be currently licensed, or able to be licensed immediately as a Nursing Home Administrator in the State of Wisconsin

**For more information contact:**

Bryan Bessa, P.H.R.  
Human Resources Director

Grace Lutheran Foundation  
[bbessa@graceluthfound.com](mailto:bbessa@graceluthfound.com)  
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Fax 715-832-3021

Or apply online at our website: [www.graceluthfound.com](http://www.graceluthfound.com) under the careers page.

**EO-PA-336 Director of Nursing** - We are seeking to fill a Director of Nursing position at Pioneer Nursing Home in Prairie Farm, WI.

Pioneer Nursing Home is a community owned, not-for-profit, healthcare facility that has proudly cared for individuals living in the Prairie Farm area and throughout northwestern Wisconsin for the past 50 years!

**Requirements:**

- Successful completion of a bachelor's degree nursing program
- Two to four years of administrative experience in a similar setting
- Must be currently licensed, or able to be licensed immediately as a Nurse in the State of Wisconsin.

**For more information contact:**

*Bryan Bessa, P.H.R.*

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**EO-PA-337 Chief Executive Officer** - Resthaven, located in Holland, Michigan, is a premier not-for-profit continuing care retirement community. Founded over 70 years ago, Resthaven provides aging services in the Holland and Zeeland Michigan areas. Resthaven serves over 1,100 seniors each year, providing senior care residences and services as a part of its care continuum that includes independent living, assisted living, rehabilitation, skilled nursing care, dementia care, and care at home. The CEO will provide leadership and direction to ensure that the organization's strong service orientation and high quality care continues to meet the needs of residents and clients.

The finalist candidate will be a high-energy, talented and passionate leader who can draw upon an extensive understanding of the rapidly changing continuing care environment to develop a strategic vision for the organization's continued success in the future. (S)he will have proven experience in leading an organization through the implementation of a strategic plan, positioning the organization to meet the needs of current and future residents. The finalist will also possess a minimum of five years' upper-level management experience and a Bachelor's degree in business, health care (Master's degree preferred).

Candidate nominations or expressions of personal interest may be directed in confidence to Elizabeth Feltner, Vice President, Deffet Group, Inc., via email: [info@deffetgroup.com](mailto:info@deffetgroup.com).

**EO-PA-338 Administrator** - The Nursing Home Administrator plans, directs and coordinates the general management of the Brookside Care Center, ensuring efficient operation of the nursing home. The Administrator operates the facility in compliance with all applicable federal, state, and local laws, regulations, codes and the general policy guidelines of the Brookside Board of Trustees. The Administrator makes certain the nursing home resources are being used effectively and efficiently to maintain the physical, mental, and psychosocial well-being of each resident.

#### **DUTIES & RESPONSIBILITIES**

- Coordinates and administers the activities of the facility's departments with a view toward maintaining prescribed standards and regulations.
- Works with BCC management team to establish goals and strategies to achieve them.
- Advises and counsels department heads toward the efficient operation of each respective function.
- Interprets objectives and policies to staff, patients, families, and the community.
- Conducts daily meetings to hear reports, updates, problems, and progress on assignments.
- Evaluates current program effectiveness by reviewing patient satisfaction surveys, outcomes, and the annual state survey results.
- Serves as a member of the Quality Assurance and Performance Improvement Committee (QAPI) ensuring that the QAPI requirements are satisfied and improvement standards implemented.
- Develops a sound plan of organization which provides for the maintenance of high standards of resident care.
- Maintains facility licensure and Medicare certification, through compliance with state and federal standards as well as HIPAA and Corporate Compliance regulations.

- Enforces the rules and regulations of the Wisconsin State Code, HSS132, Wisconsin Chapter 50, the Federal Rules of Participation, Life Safety Code and any other regulatory agencies.
- Maintain a competent work force in sufficient numbers to ensure the delivery of quality resident care and that state and federal rules are being followed.
- Interviews and hires management employees for the nursing home.
- Makes periodic visits to all departments of the nursing home for the purpose of inspecting efficiency and adequacy of operation.
- Exercises general supervision over business management activities including the preparation of the annual budget.
- Works with the Division of Finance to craft an annual budget that eliminates or reduces dependence on County levy dollars while still delivering world class quality, service, and maintaining a happy, competent workforce Assumes responsibility for the sound financial management of the nursing home.
- Exercise control over managing the census to ensure that budgeted expectations are being met.
- Keeps abreast of professional developments in the field of nursing home administration by attending meetings, conferences and training.
- Oversees the maintenance and repair of nursing home facilities and equipment.
- Prepares monthly reports for the Board of Trustees and other governmental officials as required.
- Maintains an emergency preparedness plan including necessary policies and procedures in the event of an emergency and ensures the plan is updated annually as required by CMS.
- Performs other work as required or assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- Possession of a Bachelor's Degree in nursing, business, or human services related field.
- 7 years of recent experience in long term care.

#### **PREFERRED QUALIFICATIONS**

- Possession of a Master's degree in nursing, business, or human services related field.
- Nursing home experience in a County Home.

##### **Licenses or Certifications:**

Nursing Home Administrator License

#### **OTHER JOB REQUIREMENTS**

None

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Standards of care, and work flow in a nursing home.
- State and federal statutes, standards, and rules in order to remain a licensed facility.
- Survey procedure and processes.
- Management principles and putting those principles to work.
- Medicare and Medicaid.
- Kenosha market area.
- The services that will enhance the quality of life and the ability to implement these services with little start-up money.
- Medical conditions and treatments to ensure cost does not exceed reimbursement.
- Market trends and how to respond to changes in them.
- Resource utilization groups and reimbursements.

### **Skill in:**

- Listening.
- Communicating expectations and assignments.

### **Ability to:**

- Evaluate compliance with standards.
- Communicate goals and motivate employees to achieve expectations and standards.
- Gain respect from state surveyors and work well with them.
- Write a plan of correction.
- Provide what the consumer wants.
- Make quick but thoughtful decisions.
- Lead others and foster mutual respect for others and the work that they do.
- Interact with all employees and communicate effectively with them.
- Deal with performance discrepancies in a fair and consistent manner.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *little to no physical demands*, carrying supplies and copy paper.

**SELECTION PROCESS:**

- Application Review - Qualifying.
- Oral Interview - Qualifying.
- Background Check - Qualifying.
- Physical Examination/Drug Screen - Qualifying.

If you require accommodations at any point in the selection process because of a disability, please notify Human Resources in advance for arrangements.

[Click here for information about benefits](#) **EXEMPT BENEFITS**

To learn more about the Kenosha County Brookside Care Center, please visit:

<http://www.kenoshacounty.org/224/Brookside-Care-Center>

**Applications must be submitted no later than Friday, December 15, 2017.**

Kenosha County is a Wisconsin Retirement System participating employer. Your participation is required, which includes an employee contribution.

**Thank you for your interest in employment with Kenosha County!**

Kenosha County is an affirmative action, equal opportunity employer.

**EO-PA-339 Chief Executive Officer** - Michigan Masonic Home (MMH), located in Alma, Michigan, is a highly regarded not-for-profit provider of senior services with a 125+ year legacy. Its commitment to providing innovative services and exceptional care has resulted in substantial growth and today the MMH family includes Masonic Pathways Continuing Care Retirement Community, Warwick Living Center Skilled Nursing Community, and Live Better At Home. The organization is at various stages of engagement for several new exciting business development projects. The CEO is responsible for the leadership and total operation of MMH and its affiliates and will work collaboratively and supportively with a dedicated, high functioning senior leadership team and staff.

The ideal candidate for this position will have successful leadership experience within a high quality, resident-centered retirement and health care setting. (S)he will be an outstanding communicator who embraces open, honest, and transparent communication, treating others with tolerance and flexibility as s(he) navigates relationships with multiple influences. A Bachelor's degree or equivalent; or six to ten years related experience and/or training; or equivalent combination of education

and experience (Master's degree preferred) and a current Michigan nursing home administrator license or eligibility is required.

Candidate nominations or expressions of personal interest may be directed in confidence to Elizabeth Feltner, Vice President, Deffet Group, Inc., via email: [info@deffetgroup.com](mailto:info@deffetgroup.com).