

Employment Opportunities

EO-18-14
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To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Director of Development (Part-time), Oconomowoc
Administrator, Wauwatosa
Director of Nursing, Green Bay
Assisted Living Program Director, Waukesha

“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.

Position(s) Available:

EO-PA-344 Director of Development (part-time) - Shorehaven has been a leader in the field of providing services for seniors since our founding in 1939. We have changed and grown since then but have always been known

for our outstanding record; the candidate we are seeking will help tell our story as we continue to move forward.

Position Summary

The Director of Development is charged with the responsibility of managing activities related to the analysis, planning, execution, control and evaluation of fund raising and selected public relations programs. The Director works with and through the CEO, the Board of Directors, Development Committee, Foundation Board etc., in order to tell the Shorehaven story and share the need for financial and other support. Acts as Shorehaven's chief liaison with the Service League when assisting them in their role in fund raising.

Qualifications

- Understanding of and commitment to the mission of Shorehaven.
- Bachelor's Degree in Communication, Public Relations, Development, or related field, or equivalent experience.
- Knowledge and experience in resource development (five years desired).
- Event planning experience.
- Knowledge of social media and online fundraising opportunities.
- Demonstrated interpersonal skills with individuals and groups and the ability to build (donor) relationships.
- Ability to plan and coordinate with the CEO, staff, Board, and committee members so as to acquire and enhance fund raising and funding sources.
- Proficiency in Microsoft Office and knowledge of development software.
- Exceptional oral and written communication skills.

Major Duties

- In accord with the Shorehaven mission, develop an overall resource development program in cooperation with the CEO and Board members and committees and execute the action plan, including all donor contacts and fund raising activities.
- Create appropriate record keeping systems for tracking donor identification, participation, and the cultivation of prospects.
- Train and supervise personnel in establishing and maintaining the record keeping system.
- Work in concert with the Director of Community Relations in presenting to the various publics the mission of Shorehaven and how these groups might participate in assisting in that mission.
- Write all content and materials needed for approved fund raising programs including proposals to donors and donor prospects, grant proposals, gift recognition and acknowledgment materials, appeal

letters, annual reports, etc.

- Research data on potential individuals and corporate and foundation donors.
- Keep up-to-date on current fund raising programs, practices, and procedures being used in the not-for-profit sector and to inform the Board, volunteers and other leadership of items that would be of benefit and interest to them in their work on behalf of Shorehaven.
- Prepare detailed plans of action for all approved fund raising programs, including budgets to support their implementation.
- Work with the CEO and Development Committee in analyzing the fund raising programs and in planning for future activities.
- Work with staff and volunteers to ensure that all fund raising programs are consistent with the overall mission and with the philosophy of Shorehaven.
- Function as part of the Shorehaven administration in planning and implementing total organization goals and objectives.

Apply online at the Careers page of our website,
www.shorehavenliving.org.

Shorehaven is an Equal Opportunity Employer.

Our Mission: Reflecting Christ's love, we provide homes and resources for seniors

EO-PA-345 Administrator - Home- & Community-Based Services, reporting to COO and is 80 hrs/pp.

Our Joint Commission-accredited home- and community-based division includes a home health agency, home-based hospice, a supportive services agency, as well as wellness services. We're seeking an experienced leader for these talented teams, as we continue our growth & expansion in the greater Milwaukee area.

We offer:

- Compelling Mission: "The poor and the sick are the heart of God. By serving them, we serve Jesus, the Christ." (St. Camillus de Lellis)
- Top Workplace: Our employees have helped St. Camillus achieve recognition as a 4-time winner of the Journal/Sentinel Top Workplace award!
- Growing organization

Responsibilities:

- Collaborates with other organization leaders to develop & carry out expansion plans.

- Oversees daily operations of our agencies and wellness programs.
- Collaborates with interdisciplinary team to ensure clients receive appropriate holistic care to meet their needs
- Supervises & evaluates staff performance based on established goals.
- Establishes guidelines for admission, discharge, & quality of care/services provided
- Ensures operations are complying with all applicable state/federal regulations and Joint Commission requirements.
- Establishes & adheres to annual capital & operating budgets, ensuring competitive billing rates for services provided.

Qualifications:

- Minimum 3+ yrs management experience in comparable setting, including supervision, operations & budget oversight.
- Strong knowledge of CMS requirements & Joint Commission guidelines.
- Good computer skills, including MS Office applications.
- Strong interpersonal communication & presentation skills.
- Valid WI driver's license & good driving record.
- Nursing or Social Work background helpful.

Apply on our Careers page at: <http://www.stcam.com/careers.html>

EO-PA-346 Director of Nursing (DON) - Join us in delivering exceptional, personalized care and services to residents at Bornemann Senior Communities. We are a campus providing skilled nursing, rehabilitation and assisted living services, achieving a deficiency free survey on our latest annual State survey.

The DON organizes, develops, and directs activities related to nursing services, in accordance with regulatory guidelines and facility policies, to ensure the highest degree of quality care, quality of service and safety, at all times. The DON hires and ensures the training of all nursing staff, monitoring and guiding their performance.

Three years of experience as DON, ADON or equivalent in acute or LTC setting, Associates degree from an accredited School of Nursing and current WI RN license, without restriction, are required. Bachelor of Science in Nursing preferred.

We offer an attractive compensation package including benefits such as Sign on bonuses, Health Insurance, Dental, Vision, Life Insurance, PTO and much more.

At Bornemann, we are about life... quality, passion, meaning and possibility... for each and every one, together. Above all else, we are committed to respect, integrity, continuous improvement and collaboration. Send your resume by email to recruiting@bornemannsc.com.

EO-PA-347 Assisted Living Program Director - Lindengrove Waukesha

Job Summary:

This highly visible position includes a dual role that 1) will act as an internal consultant to multiple RCAC and CBRF locations, and 2) direct the operations of a 20 bed CBRF. Provides consultant expertise to the LindenGrove campus administrators and AL managers to evaluate and improve RCAC and CBRF services. Develops action plans to implement a standardized approach to clinical and residential service delivery across the LindenGrove RCAC and CBRF locations. This leadership role also has direct responsibility for operating the newest 20 bed high acuity CBRF in the LindenGrove portfolio called The Lodges. Opening in March 2018 on the Waukesha campus, The Lodges is a high acuity CBRF serving residents with advancing physical needs including multiple chronic conditions.

Essential Duties and Functions:

Director Role The Lodges:

1. Responsible for the oversight, leadership, and management of a 20-unit High Acuity CBRF in Waukesha with 24/7 accountability for operational effectiveness.
2. Responsible for the financial and quality outcomes of The Lodges.
3. Oversees effective processes for admissions, discharges and transitions of care.
4. Hires, disciplines, and provides performance evaluations for employees of The Lodges.
5. Ensures that qualified staff are scheduled based on census, resident acuity and budget.
6. Develops, implements, and evaluates programming to meet the needs of The Lodges residents.
7. Ensures that resident well-being is enhanced through a structured activities program including spiritual, social, physical and recreational elements.
8. Partners with departmental leaders to coordinate campus shared services such as dining, environmental services, rehabilitation, social services and therapeutic recreation.
9. Develops, updates and maintains all necessary policies and

procedures in compliance with DHS 83, the Wisconsin Administrative Code governing CBRFs.

10. Coordinates services provided by consulting physicians, insurance case managers, home health care agencies and other community-based providers.
11. Develops proficiency with the electronic medical record and utilizes appropriately.
12. Collaborates with the marketing team to engage in census-building activities.
13. Records and submits all monthly charges for billing.
14. Ensures the completion of required service plans.
15. Ensures that all necessary paperwork, family meetings and communications related to the care and service of residents is completed in a timely and professional manner.
16. Manages state survey and reporting processes.
17. Plans and conducts regular staff meetings and educational inservices.
18. Involves the residents, families, staff and other multi-disciplinary team members in quality improvement of the daily programming and operation.
19. Ensures that all staff understand and follow procedures related to resident safety and health.
20. Participates in on-call shift coverage during time when unplanned staff shortages occur.
21. Accountable for maintaining a high standard of resident and family satisfaction.

Internal Consultant Role:

1. Partners with campus administrators and the AL management team to evaluate, improve and standardize clinical and residential services across LindenGrove RCACs and CBRFs in Waukesha, New Berlin and Mukwonago.
2. Consults with and advises Chief Operating Officer on resource needs and opportunities relating to AL operations and market development.
3. Collaborates with SNF campus administrators and departmental leaders to ensure effective coordination of services between settings.
4. Recommends changes in policies and procedures to carry out objectives more effectively.
5. Provides analysis to identify trends across the LindenGrove AL operations related to improvement opportunities in clinical and residential service delivery.
6. Conducts regular site visits to each LindenGrove RCAC & CBRF Community to evaluate and support quality, compliance, survey readiness.

7. Creates and maintains a professional network of organizations and represents LindenGrove at professional meetings.

Job Specifications:

Education

- Bachelor's Degree or higher in the Health or Human Services field including social work, nursing, psychology, physical, occupational, speech or recreational therapy.

Experience

1. Minimum of 5 years of leadership experience within a multidisciplinary healthcare team serving an older adult population.
2. Minimum of 3 years of experience working with CBRF and/or RCAC facilities is preferred.
3. Demonstrated success in census building and survey outcomes.

Knowledge

1. Must possess knowledge of care coordination processes to support older adults living with chronic medical conditions.
2. Knowledge of the Wisconsin statues governing CBRF and RCAC facilities.

Apply here: www.lindengrove.org