

Employment Opportunities

EO-18-17
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To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Human Resources Director, La Crosse
Nursing Director, Appleton

“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-355 Human Resources Director - Due to a retirement, Bethany St. Joseph Corporation is seeking a Human Resources Director who can develop effective relationships with its Administrators, Management and staff and provide a professional HR service to the corporation.

Responsibilities include:

- PERFORMANCE MANAGEMENT
- RECRUITMENT SELECTION
HUMAN RESOURCES POLICY
- BENEFIT MANAGEMENT
- REPORTING OF HUMAN RESOURCES METRICS
- LEADERSHIP

Candidates need:

- At least 5 years of human resources management experience and extensive knowledge of within an HR environment.
- A demonstrated track record in developing and implementing strategic business and HR objectives within a multi-facility organization.
- Superior interpersonal, coaching, communication, negotiation and consultative skills at all levels.
- Ability to engage with and win the respect of managers to successfully influence them on key change initiatives.
- Demonstrated commitment to health, safety, and environmental policies and procedures, including development and training of staff in these areas.

To apply for this exciting and rewarding opportunity, go to www.bsjcorp/employment and complete the application. You may also attach a cover letter and resume with this process.

EO-PA-356 Nursing Director (full time) - "Best of the Valley" in Senior Living for seven consecutive years! Brewster Village located in Appleton, Wisconsin is currently accepting applications for a full time Nursing Director

Reporting to the Administrator, the Nursing Director provides clinical leadership and support and coordinates the clinical services of Brewster Village with respect to the Vision, Mission, and Guiding Principles set forth. The Nursing Director participates in planning, organizing, and facilitating the clinical operations of all households to ensure the regulatory compliance, nurture a culture of personal individualized living, strengthen the ability of self-led teams, and promote team learning. Performs related duties including coaching and mentoring team members, developing policies and procedures, managing established budgets and operational functions, etc.

Education/Certifications/Experience Requirements:

- Bachelor's degree in Nursing.
- Six to nine years nursing experience.
- Supervisory experience.

- Must maintain current certification in adult CPR

Key Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Promotes empowerment of the team in providing person-directed living, participates in team problem solving, monitors team members performance and provides feedback through coaching and counseling.
- Assists in developing and implementing new initiatives to support clinical competencies and person directed living.
- Plans, organizes, and coordinates policies and procedures regarding villagers care.
- Serves on Administrative, Quality Assurance and other committees.
- Supervises and directs the services and training of nursing team members; prepares performance evaluations, participates in grievance procedures, and utilizes root cause analysis for effective fact finding.
- Establishes staffing requirements to meet villagers' needs and budgetary requirements; hires nursing team members, coordinates training, etc.
- Is knowledgeable with regard to the Minimum Data Set (MDS) Assessment and assists in coordination and completion of the assessment process.
- Conducts the evaluation of contract services (medical care, pharmacy, laboratory, and rehabilitative services).
- Collaborates with the Financial Services Directed in budget preparation and maintenance for the Nursing department.
- Provides knowledge and direction to the team in all households, assures that the households have needed resources (community links, materials and supplies).
- Ensures that all households participate in Quality Improvement and that appropriate follow up is taken to assure quality outcomes, performs professional audits and observations to confirm the competency of all household staff.
- Provides leadership and vision to the household by serving as a role model, collaborates with others.
- Maintains a safe, comfortable and functional environment by assessing the community for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Applications will only be accepted at www.outagamie.org. Please click the “Jobs” tab and complete the online profile to submit an application. This position will be posted until filled. Any questions can be directed to Mark Cochrane, Outagamie County Human Resources Recruiter at 920-832-1669.