

# Employment Opportunities

EO-24-18

May 18, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:  
Manager of Environmental Services, Manitowoc, WI  
Regional Clinical Reimbursement Specialist, Eau Claire, WI  
Director of Nursing, Prairie Farm, WI  
Director of Nursing, Menomonie, WI  
MDS Coordinator Menomonie, WI

“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-376** **Manager of Environmental Services** - Felician Village, on the beautiful shores of Lake Michigan, is seeking a key individual to join our management team. We are a CCRC with a total of 300 beds across our campus. Under the sponsorship of the Felician Sisters, you will join a team of professionals committed to continuing a 130 year tradition of providing exceptional care to our residents in an array of senior living environments.

*Join an organization that has been voted BEST of the LAKESHORE eight consecutive years*

**This Full-Time Position Will be Responsible for the Following:**

- Responsible to direct and supervise maintenance, housekeeping and laundry
- Ensure compliance to all building codes and applicable state/federal codes
- Assists with the development of budgets
- Oversee all necessary maintenance of the building, ground and equipment
- Works with external vendors for building needs
- Investigate and problem solve equipment and mechanical failures

**Qualified Candidates Must Meet the Following Qualifications:**

- 3 - 5 years of related experience
- Certifications in facility or plant maintenance preferred but not required
- Previous life safety experience
- Working knowledge of refrigeration, electrical, plumbing and general construction
- Working knowledge of building, state/federal, and life safety codes
- Excellent problem solving skills

Interested candidates should send a resume for confidential consideration to:

Felician Village: Director of Human Resources  
[mhillmer@felicianvillage.org](mailto:mhillmer@felicianvillage.org)  
1635 S. 21<sup>st</sup> Street  
Manitowoc, WI 54220

**EO-PA-378** **Regional Clinical Reimbursement Specialist** - This position is responsible for the overall clinical reimbursement function of Grace Lutheran Foundation and its affiliates. They are expected to uphold the mission, philosophy and values of Grace Lutheran Foundation to provide high quality, Christian-based, concierge care to our residents, staff, and community partners.

**Essential Functions:**

- Directs, reviews, and coordinates all reimbursement activities of the Skilled Nursing Facilities.
- Reviews all MDS assessments prior to submission to ensure accuracy.
- Educate nursing leadership how to write, review, and update care plans.
- Educate C.N.A.s on ADL scoring.
- Provide direct MDS support to the communities in the absence of an MDS nurse.
- Communicates with the organizations' nursing leadership to enhance our MDS
- Enhances and evaluates our communities' Restorative programs
- Directs and participates in strategy implementation
- Promotes organization's team concept
- Interprets philosophy, objectives, policies and procedures of organization to facility personnel.
- Makes decisions and performs all duties in accordance with organization's policies/procedures, state and federal regulations and in conformance with recognized standards.
- Utilizing a participative management style, encourages a team approach to decision making.
- Ensure quality services, prompt resolution of concerns and customer satisfaction.
- Continually monitors and evaluates staff performance.
- Ensures the organization's Human Resource policies and procedures are administered fairly and effectively.
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, and the community.
- Functions independently in situations that require professional judgment.
- Serves as a role model by recognizing and meeting the needs of the residents, families and staff through effective use of concierge care model.

**Special Features/Requirements:**

- Successful completion of a bachelor's degree program in Nursing, or willingness to obtain baccalaureate-level Degree.
- Two to four years of director-level experience in a similar role/setting.
- Must be currently licensed, or able to be licensed immediately as a Registered Nurse eligible to practice in the State of Wisconsin.
- Strong familiarity with the MDS and RAI process.

**Additional Duties:**

As needed.

**How to Apply:** <https://graceluthfound.vikus.net/jobs/Fjk59YL40qHegqdvPIYrQ>

**EO-PA-379 Director of Nursing- Pioneer Nursing Home (Prairie Farm, WI)****Responsibilities:**

This position is responsible for the overall operations of the nursing department. They are expected to uphold the mission, philosophy and values of Grace Lutheran Foundation to provide high quality, Christian-based, concierge care to our residents, staff, and community partners.

**Special Features/Requirements (license, certifications, etc.):**

Successful completion of a bachelor's degree program in Nursing, or willingness to obtain baccalaureate-level Degree. Two to four years of director-level experience in a similar role/setting. Must be currently licensed, or able to be licensed immediately as a Registered Nurse eligible to practice in the State of Wisconsin.

**Essential Functions:**

- Administers, directs and conducts all nursing activities to carry out its goals and objectives.
- Participates in development, implementation and maintains facility objectives and procedures.
- Fosters positive communication within the program/facility and the organization as a whole. As well as with our partnering physicians, referral agencies, and community.
- Coordinates QAPI functions in conjunction with facility Administrator, Medical Director, and IDT.
- Promotes and participates in strategy implementation such as Joint Camp
- Promotes organizations team concept
- Interprets philosophy, objectives, policies and procedures of organization to facility personnel.
- Makes decisions and performs all duties in accordance with organizations policies/procedures, state and federal regulations and in conformance with recognized standards.
- Acts as facility liaison during BQA surveys.
- Recruitment and selection of qualified personnel necessary to meet the needs of the residents and facility.
- Utilizing a participative management style, encourages a team approach to decision making.
- Ensure quality services, prompt resolution of concerns and customer satisfaction.

- Continually monitors and evaluates staff performance.
- Ensures the organizations Human Resource policies and procedures are administered fairly and effectively.
- Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures, in conjunction with Human Resources
- Accessible to all staff on all shifts.
- Reviews department staff accident and incident reports and follows up as appropriate
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, the public and facility medical director.
- Functions independently in situations that require professional judgment.
- Serves as a role model by recognizing and meeting the needs of the residents, families and staff through effective use of concierge care model.

**Additional Duties:**

As needed or assigned

**Supervision:**

Given: Directly to all Nursing staff; indirectly all staff of entity.

Received: Facility Administrator

Physical Requirements (based on essential functions):

Occasionally lifts and carries equipment and supplies weighing 10 pounds. Occasionally pushes/pulls medication and treatment carts weighing 300 pounds a distance of 600 feet. Frequently twists, stoops, bends, climbs stairs; occasionally kneels, squats; frequently reaches at, above or below shoulder height. 100% of the workday is spent indoors. Sits, stands, walks intermittently during the workday. Must be able to communicate orally and/or in writing with residents, staff, families, and the public.

This description is intended to be a general statement about this job and not to be considered a detailed assignment. It may be modified by Grace Lutheran Foundation for necessary changes.

**How to Apply:** <https://graceluthfound.vikus.net/jobs/fibF7qDfEUCiyA8gajDQ6w>

EO-PA-380 **Director of Nursing-** American Lutheran Communities (Menomonie, WI)  
**Responsibilities:**

This position is responsible for the overall operations of the nursing department. They are expected to uphold the mission, philosophy and values of Grace Lutheran Foundation to provide high quality, Christian-based, concierge care to our residents, staff, and community partners.

**Special Features/Requirements (license, certifications, etc.):**

Successful completion of a bachelor's degree program in Nursing, or willingness to obtain baccalaureate-level Degree. Two to four years of director-level experience in a similar role/setting. Must be currently licensed, or able to be licensed immediately as a Registered Nurse eligible to practice in the State of Wisconsin.

**Essential Functions:**

- Administers, directs and conducts all nursing activities to carry out its goals and objectives.
- Participates in development, implementation and maintains facility objectives and procedures.
- Fosters positive communication within the program/facility and the organization as a whole. As well as with our partnering physicians, referral agencies, and community.
- Coordinates QAPI functions in conjunction with facility Administrator, Medical Director, and IDT.
- Promotes and participates in strategy implementation such as Joint Camp
- Promotes organizations team concept
- Interprets philosophy, objectives, policies and procedures of organization to facility personnel.
- Makes decisions and performs all duties in accordance with organizations policies/procedures, state and federal regulations and in conformance with recognized standards.
- Acts as facility liaison during BQA surveys.
- Recruitment and selection of qualified personnel necessary to meet the needs of the residents and facility.
- Utilizing a participative management style, encourages a team approach to decision making.
- Ensure quality services, prompt resolution of concerns and customer satisfaction.
- Continually monitors and evaluates staff performance.
- Ensures the organizations Human Resource policies and procedures are administered fairly and effectively.
- Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures, in conjunction with Human Resources
- Accessible to all staff on all shifts.

- Reviews department staff accident and incident reports and follows up as appropriate
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, the public and facility medical director.
- Functions independently in situations that require professional judgment.
- Serves as a role model by recognizing and meeting the needs of the residents, families and staff through effective use of concierge care model.

**Additional Duties:**

As needed or assigned

**Supervision:**

Given: Directly to all Nursing staff; indirectly all staff of entity.

**Received:** Facility Administrator

**Physical Requirements** (based on essential functions):

Occasionally lifts and carries equipment and supplies weighing 10 pounds. Occasionally pushes/pulls medication and treatment carts weighing 300 pounds a distance of 600 feet. Frequently twists, stoops, bends, climbs stairs; occasionally kneels, squats; frequently reaches at, above or below shoulder height. 100% of the workday is spent indoors. Sits, stands, walks intermittently during the workday. Must be able to communicate orally and/or in writing with residents, staff, families, and the public.

This description is intended to be a general statement about this job and not to be considered a detailed assignment. It may be modified by Grace Lutheran Foundation for necessary changes.

**How to apply:**

<https://americanlutheranhomes.vikus.net/jobs/Gw02MGoAukyARvS7S-hf0g>

EO-PA-381 **MDS Coordinator-** American Lutheran Communities (Menomonie, WI)  
Full-time, Day shift

**Responsibilities:**

Responsible for MDS and care planning process for all residents. Responsible for adherence by nursing staff to established policies, procedures and objectives of the organization, Professional Gerontological standards of Nursing Practice Code and State and Federal regulations.

**Essential Functions:**

- Completion of all RAI assessments in the facility
- Write, review, and update care plans as needed
- Complete quarterly and annual assessment tools and evaluations (Braden, Fall Risk, etc)
- Attend weekly care conferences
- Attend daily Medicare Meetings
- Monitor care provided by RCT's
- Quality Assurance activities as assigned by Director of Nursing and or QA Committee
- Oversees restorative program and monitors RCT's.
- Responsible for Nursing Department in absence of Director of Nursing

**Special Features/Requirements:**

- Valid Wisconsin Registered Nurse license
- Nursing administration or supervisory experience preferred
- Possess leadership qualities and communication skills

**Additional Duties:**

Other duties as assigned by the Director of Nursing

**Supervision:**

- Given - Direct Care Staff
- Received - Director of Nursing

**How to apply:**

<https://americanlutheranhomes.vikus.net/jobs/dGBqm8pfBUS9N8I7tJvUfQ>