



# Employment Opportunities

EO-35

August 30, 2018

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary  
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Subject: Positions Available:  
Director of HomeCare – Minneapolis, MN  
Care Coordinator – Platteville, WI  
Assistant Director of Nursing – Juneau, WI  
Director of Nursing – Prairie Farm, 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 onetime 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:

Have you been considering a move to a new location? Does the thought of bringing your skills and experience to a new community sound exciting? Sholom Minneapolis is looking for an individual who possesses great technical skill, and is passionate about their Nursing career, and who wants to contribute to the Quality of Life for individuals in an assisted living community environment.

Take a look at the State of Minnesota, what Sholom has to offer, and the top rated community we offer our services within.

**Why Minnesota?**

**Our summers are legendary!**

**Exciting Culture: Minnesota is a diverse state with lots to do and things to experience from the outdoors (Including our many lakes, state parks, bike trails) to time-honored traditions like the MN State Fair (all the food you could imagine), cultural festivals and even experiencing history like the Wabasha Caves!**

**A 2015 Survey by Workforce Dynamics ranked Minnesota as the #1 place to work, something we work hard to keep!**

[\(http://www.startribune.com/what-is-it-about-minnesota-that-makes-it-a-top-place-to-work/307168791/\)](http://www.startribune.com/what-is-it-about-minnesota-that-makes-it-a-top-place-to-work/307168791/)

*Come to Minnesota, stay awhile, experience the culture, have some Hotdish and you betcha it's going to be great.*

What does it take to work with Sholom? Our ideal candidate is passionate about their career in Nursing, and wants to give back to the community by making a difference in caring for seniors and members of the community who are looking for care in an environment focused on encouraging a healthy lifestyle and socialization with peers in the community! An accomplished multi-tasker who is ready to take on new and exciting challenges in a non-profit assisted living facility.

Who is Sholom? Sholom supports adults needing care across a broad continuum of services: assisted living, short term rehabilitation, hospice care, HUD subsidized housing, adult day programs, home care and many others. Our Menorah Plaza Apartments, located in picturesque St Louis Park, just 10 minutes west from the City of Minneapolis, is an assisted living facility offering specialized memory care and assisted living units. HUD supported units allow us to move fully offer our services throughout the community. Our Director of HomeCare Services oversees the Menorah Plaza Apartment facility.

If this sounds like you and a work environment you'd thrive in... we'd love to hear from you and set up a time to share details regarding key responsibilities of our Director of HomeCare role.

At Sholom you will benefit from a great compensation and benefit package, along with generous paid time off. This role also includes a generous relocation support allowance of up to \$5,000. Because we are committed to providing the best Quality of Care for our residents and clients, we are also committed to supporting our employee's ongoing development through tuition assistance programs, annual in-service and other educational programs. We at Sholom are constantly looking for ways we can improve both our staff and resident experiences to the benefit of all!

**Key Responsibilities:**

- Supervise the home care operations of our Menorah Plaza Apartments including clients and staff, and coordination of Home Care and housing interactions.
- Complete initial and regular assessments of clients to assure their needs will be met.
- Communicate to physicians and other appropriate personnel changes in client needs or conditions.
- Facilitate coordination of client services with other service providers.
- Ensure clients maintain admission criteria; reassess and recommend alternative placement if necessary.
- Monitor for, and address, any safety hazards that exist in staff or clients' habits and activities of daily living and in the building environment. Identify and respond appropriately to emergency situations.
- Observe budgetary guidelines and provide accurate reporting of expenses, coding and timely submission through proper channels. Assist with billing of services.
- Supervise staff and participate in hiring and selection, recognition and counseling.
- Define staffing ratios based on client acuity and service requirements.
- Ensure staff education as set forth by Minnesota Comprehensive Home Care Rule and Statute requirements.
- Develop appropriate communication tools for staff to ensure best quality care for clients.
- Must be a Licensed RN in State of MN, or be able to procure a valid permit to practice and obtain full licensure within 60 days

Sholom, in partnership with our community, supports adults in need across the continuum of care, to live life fully in a Jewish environment where all are welcome, and we've done so for over 100 Years!

**EO-PA-412**

**Care Coordinator** - Park Place Assisted Living and Memory Care in Platteville has a great opportunity for a licensed nurse who is passionate about working with seniors in an excellent working environment where you can develop relationships with residents, families and co-workers.

The Care Coordinator at Park Place promotes resident rights, dignity and freedom of choice and individuality through:

1. Assessing, planning, evaluating and directing person-centered care which encourages each resident's ability to maintain or attain the highest physical, mental and psychosocial well-being.
2. Creating and updating the Plan of Care and noting significant changes in conditions.
3. Assuring that each resident's physical, mental and spiritual needs are met by working and monitoring care staff.
4. Ensuring the comfort, privacy and dignity of each resident while delivering care.
5. Understanding and promoting resident rights.
6. Assisting with orienting new residents and families to the community.
7. Promoting the resident's overall well being through medication management, reviews, physician communications and staff training.
8. Frequent and continuous documentation as well as clear and concise communication with residents, families, visitors, co-workers and supervisors.
9. Protecting all confidential information including resident, employee and operations-related at all times.

10. Helping to maintain a professional and harmonious environment among the Administrator, staff, residents, families, physicians and other health care providers.
11. Working closely with the Administrator and leadership team to ensure the operations run smoothly and are compliant with regulations.
12. Maintaining a safe, neat and clean environment at all times using proper safety and infection control procedures.
13. Promoting positive teamwork by cooperating and working with all co-workers including other departments.
14. Demonstrating appropriate problem-solving and decision-making skills.

The ideal candidate must possess a RN or LPN license. We would also prefer prior health care experience; however, that is not required. Strong nursing skills, interpersonal skills, communication skills and leadership skills are required. To learn more about Park Place or to apply for this position, please visit [parkplaceplatteville.com](http://parkplaceplatteville.com) or contact us at **608-243-8800**.

**EO-PA-413**

**Assistant Director of Nursing** - We are building our team and are in search of the best! Our culture is based on our values of believing it is possible, building an honest and open relationship with our residents and families, nurturing the human spirit, being determined and passionate, pursuing growth and learning, being humble, instilling hope and enriching life. If you value the opportunity to provide a progressive work environment to our staff and are interested in taking Clearview to the next level, we would love to speak with you.

Under the general direction of the Director of Nursing Services, has clinical authority, responsibility and accountability for management of nursing care, and administrative authority, responsibility and accountability for function/activities of nursing and Assisted Living staff.

Four (4) year BSN degree from recognized school of nursing preferred with experience in restorative, psychiatric or geriatric nursing; licensure as Registered Professional Nurse in Wisconsin, and three (3) years prior nursing and supervisory experience. A combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Train the Trainer or equivalent program per State regulations within orientation period. C.P.R certification required.

The starting wage range is \$32.67 - \$42.68/hr. Among the many attractive benefits offered are options for health, dental, life insurance, Long Term Disability, Deferred Compensation, vacation and sick leave, Post Employment Health Plan and participation in the State of Wisconsin's retirement system.

Application review will begin on 9/4/18; position will remain open until filled. Please visit: <http://tinyurl.com/jobsatdodge> to submit an online application, find further job details, and to view a complete job description. \*Please note – Dodge County now accepts online applications only. 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.

Confidentiality can only be kept for those requesting it until finalists are determined.

Equal Opportunity Employer M/F/D/V  
Minorities/Females encouraged to apply

**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.