



Employment Opportunities

EO-36

September 25, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:
Controller – Green Bay, WI
Assisted Living Manager – Milwaukee, WI
Memory Care Coordinator/LPN – Shorehaven/Oconomowoc, WI
Accounting Manager – Milwaukee, 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.

Position(s) Available:

EO-PA-415

Controller - Woodside Senior Communities is seeking a Controller to continue our long history of solid financial performance within our mission-directed, values-based campus. Our Controller will manage finance and accounting functions providing information about financial activities that will assist management, stakeholders and other users to make educated decisions about the organization's future. This financial leader will maintain our philosophy of collaboration while planning and coordinating financial activities with the cooperation of the management team. The successful candidate will possess a bachelor's degree or equivalent experience as well as three to seven years of related experience. Must have Microsoft Office skills. Advanced degree or certifications such as a CPA strongly desired.

Apply online at www.woodsideseniorcommunities.org

EO-PA-416

Assisted Living Manager - St. Anne's Salvatorian Campus. Reports to: Chief Operations Officer

Description:

Managing the day to day operations of St. Anne's Assisted Living Campus which includes; RCAC and CBRF. St. Anne's is a long time provider of high quality care and the assisted living will be managed not only according to the mission and the values of the organization, but also in accordance with the State of Wisconsin regulations and within all of the set-forth budgetary guidelines. Management will see to our residents living a fulfilling life as they continue to age on our campus!

Specific job duties:

- Oversee all aspects of service operations consistent with the mission and core values as well as strategic goals.
- Ensure that all programs and services are in compliance with all required licensing regulations.
- Responsible for overseeing and providing input for completion of required date, individualized service plans as well as nursing documentation and assessment data in the computerized software or word processing documents.
- Develop knowledge and keep current on all state, federal and local regulations that affect assisted living.
- Assist in hiring, and conduct ongoing training as well as direct, supervise and evaluate assisted living staff. Oversee and ensure recruitment and retention of qualified staff as evidenced by good morale, enthusiasm, team spirit and dedication to the residents and families.
- Assist in ensuring adequate staffing based on census and residents level of care and acuity on the unit. Motivate employees through staff appreciation, recognition and incentive programs.
- Discipline and terminate staff according to established St. Anne's procedure.

- Ensure that work duties performed by staff are in conformance to policy and procedure by managing reports from systems in place to monitor staff performance and compliance (ECS and OnShift). Provides information to administration as requested.
- Work along with social services on preadmission process and resident admission process to ensure required documentation is complete and all staff is well prepared to care for any new or returning resident in accordance with established policy and procedure.
- Coordinates interdisciplinary staff meetings with social services to develop service plans, and assess appropriateness of level of care and assist in adjusting rate schedule as needed.
- Investigates resident or family complaints involving social services and administrator of any and all violations of resident's rights and completes appropriate paperwork or notification for such complaints. Works tactfully and cooperatively with all residents and families, visitors and staff throughout St. Anne's.
- Coordinate timely housekeeping, maintenance, food service and other "house" functions required for assisted living residents.
- Responds calmly and quickly to resident and employee emergencies.
- Notification of physician and resident families regarding resident status changes, and assist with issues related to resident psychosocial needs.
- Oversee accurate and timely transcription of physician orders by checking with nursing staff on changing orders and admission or readmission orders.
- Maintains a weekend manager rotation with some on-call responsibility as set forth by the organization as evidenced by resident and organizational need.
- Observe dress and conduct codes, including wearing identification badge.
- Meet attendance standards as established and provide proper notice of absence.
- Attend in-services and department meetings to continually refine clinical skills.
- Other duties as assigned.

Requirements:

- A bachelor's degree in health care related field or equivalent.
- At least two years' experience in senior services to include assisted living, SNF and in-home program management.
- Must be able to function as manager; able to function independently with minimum supervision and/or direction.
- Must possess good written and verbal communication skills; able to understand, read and write English.
- Basic knowledge of State and Federal regulations and guidelines governing long term care and assisted living.

- Experienced in service delivery to aging population.
- Intermediate computer skills, knowledge of Microsoft Office, Outlook and Excel; ability or willingness to learn and utilize computer charting and staff scheduling and related computer processing programs.
- CBRF certification a plus.
- Must possess supervisory and leadership skills to interact effectively with staff, residents and families.
- Preferable previous experience in supervision and/or nursing unit management skills.
- Must possess the ability to perform essential job functions with or without reasonable accommodation.

EO-PA-417 Memory Care Coordinator/LPN – Shorehaven, Oconomowoc, WI

The Shorehaven Campus offers Health and Rehabilitation, Memory Care, Assisted and Independent living all on beautiful Lac La Belle. It also offers a variety of services to help keep people independent and at home. Known as a forerunner in the senior care industry, Shorehaven is the faith-based resource of choice for community seniors.

The **Memory Care Coordinator/LPN** will guide the daily activities of staff and clients in our Memory Care CBRF. This position is ideally suited to an **LPN** with geriatric and supervisory experience. Knowledge of CBRF regs. is required.

The ideal candidate will have a demonstrated collaborative approach to supervision and experience working with residents with Dementia. Hours will be full-time, primarily Monday – Friday, 8 am – 4:30 pm, with some evening and weekend hours; will be in weekend on-call rotation. This position is eligible for our full benefit program including health, dental, vision, life and short-term disability insurances, generous Paid Time Off, free membership at our Fitness Center/pool, and much more! Pay is negotiable depending upon experience.

The Memory Care Coordinator/LPN will:

- Follow our mission of *Reflecting Christ's love, we provide homes and resources for Seniors.*
- Monitor and guide to assure all staff are following the mission and honoring Resident Rights.
- Collaborate with household members to create and maintain an atmosphere of warmth, personal interest and positive emphasis in the household.
- Monitor to assure that quality of care and quality of life is provided to each resident at all times.
- Willingly assist staff in the care of our residents which includes working in the staff positions when the need arises.

- Guided by the Principals of Person First, this position will be involved in hiring and training staff; will maintain communications with families; and will take an active role in Admissions, Behavioral programming, and Plans of care, responding appropriately to the changing health needs of the residents.
- Maintain required documentation in resident records
- Lead conferences with families and staff meetings.
- Keep updated on current research trends in dealing with dementia and Alzheimer's.

Apply online on the Careers page of our website, www.shorehavenliving.org, or in person at the Reception desk of our Health and Rehabilitation Center, 1305 W. Wisconsin Ave., Oconomowoc, WI 53066. Questions? Call us at 262-567-8341.

We are an Equal Opportunity Employer.

EO-PA-418 Accounting Manager – Milwaukee, WI

Felician Village is currently recruiting for an Accounting Manager for the Milwaukee campus of Villa St. Francis, one of the premier Assisted Living Facilities in the region.

Responsibilities:

This individual will be responsible for providing the necessary leadership, direction and management to Villa St. Francis and its leadership team regarding daily finance related matters. The manager will be responsible for completing weekly, monthly and annual reports. The accounting manager will work closely with the Director of Finance of Felician Village to ensure budgetary compliance and will assist department managers with preparation of annual budgets and related questions. The accounting manager will be working directly with the Executive Director of Villa St. Francis. This role will also be responsible for the monthly reconciliation of facility bank accounts. The manager will create journal entries as required, under the direction of the Director of Finance and have a thorough understanding of state and federal laws. The manager will have oversight of accounts payable and receivable as well.

Qualifications:

The candidate selected will have an appropriate undergraduate degree in an accounting related area of study. Applicants should also have a minimum of 3 years of accounting management responsibility. Previous experience in healthcare related setting is preferred, but not required. Previous experience working in a multi-site organization is a plus as well. Candidates should possess a thorough understanding of Microsoft Office, and in particular with Excel. Ideal applicants will also have experience with MAS 200. Ideally the candidate will be able to work

under minimal supervision and be adaptable to change. The candidate must be proactive and have an incredible attention to detail.

Interested candidates should send a resume for confidential consideration to:

Michael Hillmer

Director of Human Resources

Felician Village

1635 South 21st St

Manitowoc, WI 54220

mhillmer@felicianvillage.org