



# Employment Opportunities

EO-39

October 18, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:  
President & CEO - Milwaukee, WI  
Nurse Manager - Dodgeville, WI  
Director of Nursing/Clinical Admin - Pewaukee, WI  
Campus Administrator - Pewaukee, WI  
Nurse Supervisor – Appleton, 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:

**EO-PA-422**

**President and CEO** - Felician Village is currently recruiting for President for the Milwaukee campus of Villa St. Francis. Villa St. Francis is a 134 licensed bed stand-alone Senior Assisted Living Community-Based Residential Facility(CBRF) located on Milwaukee's south side.

**Responsibilities:**

This individual will be responsible for providing the necessary leadership, overall direction and management to position the facility at the forefront of older adult services in the Milwaukee area while promoting the mission and values of the facility. The CEO will work with the local Board of Directors of Villa St. Francis and the President/CEO of Felician Village. She/He will create long range planning with the local Board of Directors of Villa St. Francis and will develop and ensure the implementation of strategic plans. Those plans will align with the values, expectations and goals, while promoting the financial stability and viability of the organization. The CEO will guide the leadership team and will ensure the ministry is operated in an efficient, professional and financially sound manner; in compliance with all applicable federal, state and local requirements. The overall direction and management will include optimizing performance on the campus, expanding the philanthropic initiatives that support the sustainability of the campus and enhancing the already strong ties with the greater Milwaukee community. This role will oversee the annual preparation and ongoing monitoring of the operational, personnel, and capital budgets. The President also plays a key role in community/area public relations and identifies and explores opportunities for collaboration within the community. In addition, the role is responsible for the continual development and mentoring of a cohesive executive leadership team assuring progress towards the achievement of short-term and long-term goals.

**Qualifications:**

The candidate selected will have an appropriate undergraduate degree such as Health Administration, Human Services, Liberal Arts or a degree in a related business field. A graduate degree would be viewed as a definite plus especially in gerontology, health administration, business administration or a related field. The Executive Director we seek will have a minimum of 5 years of commensurate leadership experience. Ideally the candidate will have had experience either being the leader of a similar sized facility or have been a key leader in a larger organization. A strong background in business administration and finance is essential. The candidate must be pro-active, and will need to be assertive as well as persuasive. This high energy, enthusiastic person will possess a 'can-do' attitude and will develop an organizational culture that promotes behaviors that create high performance facilities. The right candidate will be a great communicator with the highest personal integrity to foster trust and credibility. The candidate of choice will be both creative and a visionary. The President/CEO must be financially astute and stay abreast of the ever changing reimbursement landscape in Wisconsin.

Interested candidates should send a resume for confidential consideration to:

**Michael Hillmer**  
**Director of Human Resources**  
**Felician Village**  
**1635 South 21<sup>st</sup> St**  
**Manitowoc, WI 54220**

[mhillmer@felicianvillage.org](mailto:mhillmer@felicianvillage.org)

**EO-PA-423**

**Nurse Manager** - Iowa County – Bloomfield Healthcare and Rehabilitation Center, a 65 bed SNF located in Dodgeville, WI is seeking applications for a full-time PM Nurse Manager. Essential duties include but are not limited to continuous quality improvement within the facility, daily nurse assessments, direction and management of nursing staff. Starting salary pay for this exempt position is \$30.68-31.53/hr. with a generous, comprehensive benefit package. Applicants must be available for after hour responsibilities/weekends.

Minimum requirement include: Associates Degree in Nursing with a valid Registered Nurse license in the State of Wisconsin, two (2) years in long-term care or acute health care and must be CPR certified.

Required employment application and job description, which includes a more detailed list of qualifications, is available at the Iowa County web site at [www.iowacounty.org](http://www.iowacounty.org) or available at the Iowa County Employee Relations., at 222 N. Iowa St., Dodgeville, WI 53533 or call (608) 935-0374. First review of applications is scheduled for Tuesday Friday October 19<sup>th</sup>, 2018. Applications will be accepted until position is filled. EOE

**EO-PA-424**

**Director of Nursing/Clinical Admin** - Pewaukee, WI

<https://careers-preshomes.icims.com/jobs/12795/director-of-nursing--clinical-administrator---assisted-living-%28a%29/job>

**Overview**

Presbyterian Homes & Services - Kirkland Crossings, Pewaukee WI - is seeking a Director of Nursing / Clinical Administrator to join our Assisted Living team.

**Reporting Structure**

The Clinical Administrator reports to the Campus Administrator and directly supervises RNs, LPNs, Resident Assistants and Home Care Services Coordinator.

**About the Community**

Kirkland Crossing  
700 Quinlin Drive  
Pewaukee, WI 53072

Kirkland Crossings is situated in a natural prairie setting complete with ponds, prairie meadows and foot trails, providing a calming and inviting work environment.

As an employee you can take advantage of a variety of amenities such as:

- Underground heated parking available for a monthly fee
- Discounted employee meals
- Free Fitness Center access

This community offers the following care options: Assisted Living, Assisted Living with Memory Care

**Responsibilities:**

The Director of Nursing / Clinical Administrator is responsible for planning, organizing, developing, evaluating and effectively directing the clinical staff and program in order to ensure the delivery of high quality resident care and services consistent with regulations and established clinical best practices.

**Specifically:**

- As a member of the site leadership team, participate in the planning and implementation of strategies and programming that assure high quality resident care while achieving short and long-term operational goals for the site.
- Create and maintain an environment that achieves high quality care (physical, mental, emotional, social and spiritual) of residents and maintains their independence and dignity to the highest degree possible within the PHS continuum.
- Establish and maintain effective communication systems with all customers.
- Oversee the implementation of resident care processes: Selection, assessment, planning, implementation, and evaluation of nursing care based upon regulations and established clinical best practices. Participate in resident care processes as needed.
- Oversee and monitor the clinical components of the medical record for completeness and accuracy.
- As a supervisor of a large team, the Clinical Administrator is directly responsible for leading and growing members of the team and should be able to demonstrate experience in this area.

**Qualifications:**

- Registered Nurse with current licensure with the State Board of Nursing in state(s) in which he/she practices.
- Three to five (3 - 5) years leadership experience in nursing.
- Current CPR Certification.
- Demonstrated competencies in health care management and operations, quality management, staff development, resident and family support systems, and community outreach.
- Demonstrated knowledge and experience in gerontological nursing, rehabilitative and restorative clinical practices.
- Demonstrated compatibility with PHS's mission and operating philosophies.
- Demonstrated ability to read, write, speak and understand the English language to communicate with all customers

**EO-PA-425**

**Campus Administrator** - Pewaukee, WI

<https://careers-preshomes.icims.com/jobs/12847/campus-administrator/job>

**Overview**

Presbyterian Homes & Services **Kirkland Crossings, Pewaukee, WI** is seeking a Campus Administrator/Site Leader for its team. The Campus Administrator is responsible for managing the overall operations of their assigned site in order to assure high quality resident care while achieving long and short-term business goals. This position is a key member of PHS leadership/management team, responsible for acknowledging the Christian purposes of

PHS; reinforcing the Christian heritage, and establishing a culture of caring consistent with the teachings of Jesus Christ.

**Reporting Structure:**

The Campus Administrator reports to his/her assigned Regional Director of Operations, and directly supervises all Quality Service Team Members and indirectly supervises Accounting and Employee Health Services. The Site Leader oversees the use of contracted services.

**About the Community**

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**Responsibilities:**

**Resident Living**

Create and maintain an environment that achieves high quality care (physical, mental, emotional, social and spiritual) of residents and maintain their independence and dignity to the highest degree possible within the PHS continuum. Establish and maintain effective communication systems with all customers.

**Relationships with Outside Constituencies**

Promote a spirit of cooperation with all regulatory organizations managing with an expectation of appropriate compliance and corrective measures. Coordinate clinical services with other health professionals inside and outside PHS. Establish and maintain effective working relationships with outside agencies and organizations to establish effective benchmarking opportunities, to market site services, to realize efficient and timely resident placement, and to participate with the various community constituencies to achieve mutually beneficial results.

**Employee Environment**

Create and maintain a work environment for employees that is conducive to high productivity and morale. Establish and maintain effective communication systems with

employees. Provide ongoing employee educational and development opportunities which meet regulatory requirements and opportunities for growth.

### **Team Management**

Develop and lead an effective management team that achieves desired outcomes at the individual team member level as well as at the collective function level.

### **Management Participation**

As a member of the PHS management team, actively participate in the overall planning, decision-making and implementation processes for corporate-wide strategies, policies and procedures. Represent the needs of the site to corporate processes and represent corporate needs to the site. Effectively collaborates with corporate functions (Clinical, Finance, Human Resources, Information Technology, Fund Development and Senior Housing Partners) to achieve organizational goals.

### **Employee Performance Management**

Establish and actively manage an effective performance management process (recruitment, selection, orientation, supervision, evaluation and termination) for direct staff members that achieves desired outcomes and encourages individual development. Ensure an effective performance management system is in place for indirect staff.

See Position Description for more details.

### **Qualifications**

- Three (3) years experience in operational management, preferably in health care, housing or community service.
- Demonstrated competencies in health care management and operations, quality management, staff development and management, resident and family support systems, community outreach.
- Licensure as a Care Center Administrator or real estate agent preferred.
- Demonstrated compatibility with PHS's mission and operating philosophies.
- Demonstrated ability to read, write, speak and understand the English language to

### **EO-PA-426**

**Nurse Supervisor** Brewster Village located in Appleton, WI is currently recruiting for a full time Nurse Supervisor- PM Shift. We are 204 Bed Skilled Nursing facility. We offer a team based environment with a home-like focus on Person Directed Living as our top priority!

The Nurse Supervisor directs and supervises direct care staff by guiding and working collaboratively with the household wellness nurses to provide quality of care to each of our residents. This leadership position will also perform related duties including: assist with staffing, assessments for acute care changes, completion of employee performance evaluations, assisting with resident care, responding to facility related emergencies, etc.

At Brewster Village we provide short-term rehabilitation and long-term nursing services designed to meet individuals' social and medical needs. We provide exceptional care based on person-directed values and practices where the voices our villagers are encouraged and

respected. Choice, dignity, respect, self-determination, and purposeful living are the core values of our care. Voted Best in the Valley for 7+ years.

Qualified applicants will be a current licensed registered nurse in the Wisconsin. Nursing experience in leadership of 3-5 years is preferred but not required.

Comprehensive pay and Benefits Package includes:

- Health, Dental, Vision Insurance
- Long Term Disability
- Paid holidays, vacation, and personal time off
- 12 Sick days per year
- Wisconsin Retirement System (Pension)
- Tuition Reimbursement

Please visit our website at [www.outagamie.org](http://www.outagamie.org) and click “Jobs” to learn more about this exciting opportunity or contact Mark Cochrane at 920-832-1669 or [mark.cochrane@outagamie.org](mailto:mark.cochrane@outagamie.org).

***Learn more about Appleton below***

A wonderful east-central Wisconsin area comprised of 18 unique communities positioned along the scenic Fox River and Lake Winnebago. This Upper Midwest region presents quite a dynamic lifestyle for both residents and employers, thanks to its mix of big-city conveniences with small-town warmth and friendliness.

The Fox Cities is the proud home of notable school systems, colleges and healthcare systems, and is known across Wisconsin as THE place for shopping. Downtown Appleton, the Fox River Mall and many other retail destinations are a draw for shoppers from all over Wisconsin and beyond. In addition to shopping, the region features vibrant cultural venues, a year-round calendar of exciting events, one-of-a-kind museums and fantastic outdoor recreation.

This is also a premier place for business. The Fox Cities diverse economy is represented by the paper, technology, manufacturing, retail, service and electronic industries. Employers take advantage of this positive and dynamic environment, along with the areas low cost of operations, quality infrastructure, highly skilled workforce and supportive atmosphere.

The Fox Cities is a thriving community where live music, art, creative place-making and the entrepreneurial spirit seep into everything we do. Be careful, this mindset is contagious.

- Appleton rated as one of the best places to live in America! <http://time.com/money/collection-post/4468999/appleton-wisconsin/>
- Watch this short video on Appleton <https://www.youtube.com/watch?v=5T-0FbCq3P4>