



Employment Opportunities

EO-43

December 6, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:
Nursing Home Administrator – Green Bay, WI
Asst Director of Nursing – Cedarburg, WI
Assisted Living (CBRF) Manager – Kenosha, WI
Executive Director/Administrator – Glenwood City, WI
Asst Director of Nursing – Menomonie, WI
Director of Nursing/Clinical Administrator - Pewaukee, WI
Campus Administrator – Pewaukee, WI
Nursing Home Administrator – Mequon, 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.

Position(s) Available:

EO-PA-443 Nursing Home Administrator – Odd Fellow Rebekah Home – Green Bay, WI
Odd Fellow Rebekah Home has an opening for a Nursing Home Administrator. This is a full time, salaried, management position, requiring minimal travel and report to the CEO.

Responsibilities

The Administrator serves as an ambassador to the Odd Fellow Rebekah Home Association facilities. She/He is responsible for the over-all day-to-day operations of the facilities. With an emphasis on the provision of high quality services to the residents and their families.

The Administrator works closely with the CEO and CFO to establish and control operational budgets, capital purchases, and cost containment. Works with Human Resources to understand the differences in human behavior and individual differences in ability, personality, and interests.

Roles and Responsibilities

- Assures the provision of high quality services.
- Attains and/or maintains ongoing compliance with local, state and federal regulatory bodies.
- Attains and/or maintains the target occupancy level.
- Monitors and appraises staff job performance.
- Strives to attain excellence in consumer satisfaction using evaluation and quality assurance efforts.
- Monitors the operational budget and maintains cost control.
- Compile and analyze statistical data to identify causes of personnel problems and implements constructive problem solving. Works proactively with Human Resources to resolve potential issues prior to a negative outcome.
- Assist Human Resources with new employee orientation.
- Identify staff vacancies/needs and report those needs to Human Resources for aid in resolving.
- Perform difficult staffing duties with the aid of Human Resources, including firing employees, disciplining, staff reduction and hours allocation.
- Provide ongoing support, direction, supervision, and feedback regarding job performance to all staff, including contract staff.
- Knows and follows HIPAA regulations.
- Meets with each department head regarding their job performance at least annually and documents.
- Promotes team building with all staff by active participation and leadership.

- Responsible for the provision of a safe environment for staff, residents, families, and visitors.
- Monitors on a routine and ongoing basis measurable indicators of daily operations. Understands all department responsibilities.
- Maintains confidentiality and complies with Federal HIPAA regulations.
- Continues to expand knowledge through educational programs and seminars.
- Encouraging and building mutual trust, respect, and cooperation in building a team
- Maintains good working knowledge of WMA, Medicare, private pay, insurance, and hospice reimbursement.
- Provides input to the CEO and CFO for annual operating budget and capital requests.
- Works with business office in areas of accounts receivable and/or payable as they affect the facilities. Has a good understanding of OSHA, DHFS 132, 83, and 89 Has an understanding of the Final Rule
- Complies with all local, State, and Federal regulations, Civil Rights and the Life Safety Code.

Qualifications and Education Requirements

- Bachelors Preferred
- Must be a Wisconsin Licensed Nursing Home Administrator
- Preferred Skills – Leadership, Communication, supervising, and organization skills. People skills, retaining awareness and creative thinking

Call or email questions to:

Charlene Everett, CEO
920-593-1640
ceverett@ofrha.org

Please send resume to:

Jenny Kornowski, Dir, HR
1207 S. Jackson Street
Green Bay, WI 54301
or email to: jkornowski@ofrha.org

EO-PA-444 Assistant Director of Nursing, Lasata Care Center – Cedarburg, WI

POSITION SUMMARY:

Assists the Director of Nursing in management of the nursing department, direct management of nursing department in the absence of the DON. Directs the orientation, training and education programs for all employees at Lasata. Fall Prevention Committee Chair, and co-chair for various committees including safety/infection control and wound committee. Develops and implements training and Competency/skills programs for campus staff. Coordination of CNA certification renewal. Assists in investigations and grievances for residents and staff as needed. Backs up Infection Preventionist as necessary.

DESCRIPTION OF THE JOB:

- 30%-Coordination of new employee orientation, all staff dementia training and clinical in-service programs including nursing department skills/competency testing.
- *25%-Chairs fall committee and coordinates fall management program to investigate, prevent and reduce falls. Facilitates clinical (restorative, infection control wound, CNA and nurse) committee meetings in absence of Director of Nursing. Coordinates performance improvement projects as directed by the Director of Nursing
- 20%-Coordination of restorative program.
- 15%-Assists in employee and resident investigation and grievances.
- 5%-Coordination of CNA certification renewal and input in ECS.
- 5%- Assists in policy and procedure review, writing, training, implementation and auditing.

SUPERVISION RECEIVED: Direct supervision from the Director of Nursing

SUPERVISION EXERCISED:

Directly assists in supervising the nursing department under the direction of the DON.

Teaches, educates and verifies that new employees are competent to perform their assigned duties.

Assists dept managers in re-education or re-training of employees when needed.

Required to be on call.

JOB REQUIREMENTS:

Bachelor's Degree in Nursing preferred.

Licensed as an RN in the State of WI required.

5 years experience as a nurse in a long term care setting.

2-3 years experience in nurse management, ADON or DON.

Apply here: <https://wi-ozaukeeconomy.civicplushrms.com/careers/>

EO-PA-445 Assisted Living (CBRF) Manager – Kenosha, WI

Lead Us into the Future! Willowbrook, a premier newly established assisted living community with a remarkable history, is seeking a Community Based Residential Facility Manager. We are looking for a compassionate, results-driven individual who will bring innovative ideas and passion for senior living to the table. You have an opportunity to enrich the lives of our residents. Let's see if we're a match! Applications must be submitted online by December 7, 2018. Please use the link below to apply!

EO-PA-446 Executive Director/Administrator (Glenhaven Campus) – Glenwood City, WI

Glenhaven Campus is currently seeking an Executive Director/Administrator. Glenhaven Inc. Campus, includes a 44-bed skilled nursing facility, a 16 apartment RCAC, a 16 apartment CBRF and 37 child licensed child care.

Responsible for overall facility management, profitability, operations, and direction in all aspects. Accountable for, but not limited to, census development, management of accounts receivable and collections, maximization of net operating income, resident/patient care, state and federal survey compliance and positive employee relations.

Required Education and Experience

- Current Wisconsin license as Nursing Home Administrator
- Experience in post-acute care setting
- Nursing Home Administrator: 3-5 years (Required)
- Experience with RCAC and CBRF regulations

Benefits

- Health, dental and vision insurance plans
- Paid Time off
- Simple IRA program
- 7 paid holidays, a personal day and birthday pay
- Company paid life insurance

Please check us out at www.glenhaveninc.com to learn a little more.

EOE

Job Type: Full-time, Exempt

**EO-PA-447 Assistant Director of Nursing (ADON) – Menomonie, WI
American Lutheran Communities- Menomonie**

Apply here:

<https://americanlutheranhomes.vikus.net/jobs/tuy6mUst8UilhxZ7Z2U65A>

Responsibilities:

This position is responsible to assist in 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 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:

- Makes decisions and performs all duties in accordance with organization's policies/procedures, state and federal regulations and in conformance with recognized standards and CRS leadership
- Ensure quality services, prompt resolution of concerns and customer satisfaction.
- Continually monitors and evaluates staff performance contributing information to the DON to complete the annual performance evaluation and ongoing evaluation as needed
- Accessible to all staff on all shifts (rotating clinical call schedule will be developed)
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, public and facility medical director, DON and NHA
- Functions independently in situations that require professional judgment.
- MDS coordination and data entry
- Management of the daily nursing schedule
- Assists with admission/discharge needs during the week
- INTERACT coordination in conjunction with champions
- Wound care management certification desired within one year
- Case Management assistance
- Assist with staff development (Lippincott and Relias)
- Assist or work as staff nurse as needed
- Infection Prevention data collection as delegated by DON

Additional Duties:

- As needed or assigned

Supervision:

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

Received: Director of Nursing

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.

EO-PA-448

Director of Nursing/Clinical Administrator - 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-449

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

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:

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-450 Nursing Home Administrator - Mequon, WI

The Nursing Home Administrator at Newcastle Place is responsible for assisting the Executive Director in the overall administration of the Community. S/he supervises operation of the service departments as directed by the Executive Director, with primary emphasis on the health center. S/he also handles special projects for the Board of Directors/Owners and the Executive Director. In the Executive Director's absence, the Administrator assumes responsibility for all Community operations.

Newcastle Place is a Life Plan community located in Mequon, WI with 158 Independent Living units, 36 Assisted Living units, 16 Memory Care units, and a 47 unit Health Center.

Please apply at: <https://lcsnet.referrals.selectminds.com/jobs/nursing-home-administrator-890>

Or, send your resume to surovylindsay@lcsnet.com