



Employment Opportunities

EO-44

December 13, 2018

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Director of Nursing /Clinical Administrator – Avalon Square – Waukesha, WI
Executive Director – Washburn, WI
Director of Social Services – Mondovi, 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 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-451

Director of Nursing/Clinical Administrator- Avalon Square- Waukesha, WI

<https://careers-preshomes.icims.com/jobs/12954/director-of-nursing--clinical-administrator---assisted-living-%28a%29/job>

Overview

Presbyterian Homes & Services - Avalon Square in Downtown Waukesha WI is seeking a Director of Nursing / Clinical Administrator to join our Assisted Living team!

The Clinical Administrator reports to the Campus Administrator and directly supervises & manages clinical services which may include: RN, LPN Case Managers, Infection Control, and Staffing Coordinator/clinical scheduler, and Resident Assistants.

The Clinical Administrator also oversees the use of contracted services for clinical care and the department budget and all regulatory compliance for CBRF and RCAC.

ABOUT THIS COMMUNITY

Avalon Square
222 Park Place
Waukesha, WI 53186

From the moment you enter Avalon Square, know you are in a great community of welcoming residents and staff. The beautiful surroundings are just the beginning! Residents, volunteers, staff, friends, and family come together to create a vibrant and fun working environment.

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

- Access to bus route
- Off-street parking
- Discounted employee meals
- Free Fitness Center access

This community offers the following care options: Assisted Living and 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

About PHS

Presbyterian Homes & Services (PHS), based in St. Paul, Minnesota, is a non-profit, faith-based organization providing a broad array of high quality housing choices, care and service options for older adults. 6,400 employees serve 25,000 older adults through 45 PHS-affiliated senior living communities in Minnesota, Wisconsin and Iowa, and through Optage® home and community services. Established in 1955, PHS has earned the reputation as an innovative leader concerned with promoting independence, vitality and well-being for those they serve.

We believe employees are the most important resource in our ministry and we are committed to an environment where employees are valued and empowered to make a difference. With a strong commitment to grow our employees from within, the development opportunities with us are virtually unlimited. We offer competitive wages, opportunities for advancement, ongoing training, and incredible benefits like education assistance and nursing loan forgiveness.

If you have a desire to honor God by enriching the lives and touching the hearts of older adults, consider answering the call and join our team.

PHS is an EEO/AA employer. All applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

EO-PA-452 Executive Director – Washburn, WI

Northern Lights Services, Inc. in Washburn, WI. is seeking a Licensed Nursing Home Administrator. Candidate will be responsible for the overall operations of the campus which includes a 65-bed skilled nursing unit, 17 bed Assisted Living, Home Health agency and outpatient rehabilitation. This is a unique opportunity to work in a beautiful location on Lake Superior for a community owned, 5 Star, not for profit.

Qualifications for the job include minimum of a Bachelor's Degree, Wisconsin Nursing Home Administrator Licensure and experience in senior care particularly long-term care to include regulatory standards, reimbursement methodology and a vision for high quality resident centered care.

For questions regarding the position please call or email Jennifer Augustine, Executive Director at 715-373-6424 or jaugustine@nlhealth.org.

You can **submit resume** and cover letter to Northern Lights Services, Inc. – Attention Admin Recruit 706 Bratley Drive, Washburn, WI 54891

EO-PA-453 Director of Social Services - American Lutheran Communities – Mondovi

Website: <https://www.americanlutheranhomes.com/>

Apply here: <https://americanlutheranhomes.vikus.net/jobs/loVOLi6gd0G5VhvHbux15w>

Full-time, 30-32hrs/week

Responsibilities:

Responsible for the identification of social, psychological, and emotional strengths and needs of each resident, and provision of services to meet such needs; promotes adjustment to the total living environment. Upholds the mission and philosophy of the Organization.

Essential Functions:

- Develops, implements and maintains social service objectives, policies, and procedures
- Manage and direct all resident activities and outings
- Fosters positive communication within the organization as a whole. Promotes organizations' team concept. Interprets philosophy, objectives, policies and procedures of organization to social services personnel.
- Makes decisions and performs all duties in accordance with organization's policies/procedures, state and federal regulations and in conformance with recognized standards.
- Coordinates the Social Services and Activities Department; develop and implement quality social services to resident and families; empowering staff to be creative, offer input into the decision making process and to develop program.
- Maintain contact with community discharge planners, coordinate resident relocation and room transfers.
- Coordinate community placement/needs and discharges according to state and federal regulation and organization policies.

- Serve as resident advocate for the facility, resident and family, paying particular attention to resident rights. Serve as complaint investigator.
- Maintain concise and accurate resident documentation, including social histories assessments, care plans quarterly reviews, progress notes, MDS and discharge plans.
- Provide individual/group counseling for residents and their families relative to personal needs, social relationships, personal and financial needs and individual concerns.
- Ensures fair and consistent treatment of staff. Continually monitors and evaluates staff performance. Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures.
- Accessible to staff on all shifts.
- Plans annual budget and works within an approved budget: supervises and proves all social services purchases.
- Plans and implements a social services development program, including required in-service education, to meet the needs of all social services staff.
- Reviews all department staff accident and incident reports.
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers and public.
- 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 “Safety, Courtesy, Care and Efficiency” standards.
- Coordinates care conference scheduling.
- Participates in Marketing of the facility; takes an active role in Marketing as a member of Marketing Team.
- Ensures compliance of Social Services department with State and Federal regulations.
- Participates in the Quality Assurance/Improvement Program.

Special Features/Requirements:

Bachelor’s degree in social work from an accredited college and certified or eligible for certification as a Social Worker from Wisconsin Department of Regulation and Licensing or has a related degree and experience in Social Services and will receive at least monthly counseling from a certified social worker. Knowledge of and experience working with Medicare/Medicaid regulations.

Additional Duties:

As needed.

EO-PA-454 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 pro-active 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