



Employment Opportunities

EO-56

March 13, 2019

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Campus Administrator Kirkland Crossing – Pewaukee, WI
Staff Development Coordinator – West Salem, 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:

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 THIS COMMUNITY

Kirkland Crossings
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 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-481 Staff Development Coordinator – West Salem, WI

Salary: See Position Description
OPENING DATE: 03/07/19
CLOSING DATE: 03/20/19 12:00 PM

Overview:

La Crosse County Long Term Care and Assisted Living has an opportunity for a Staff Development Coordinator, providing training at Lakeview Health Center in West Salem, WI and Hillview Health Care Center in La Crosse, WI. Employee in this position develops training programs within general guidelines as established by the facility. Employee reports directly to the Executive Director.

Starting salary range is \$52,832 - \$59,425

This full-time (40 hrs/wk), salaried position qualifies for our excellent benefits package!

Benefits include, but are not limited to:

- Health insurance at an affordable monthly cost to you with low deductibles and options for free services at retail clinics.
- Dental insurance with many services covered at 100%.
- Life insurance with short and long-term disability.
- Wisconsin Retirement System
- Generous paid time off benefits such as vacation and holidays.

La Crosse County Respects Diversity

Essential Job Functions:

For a full list of duties, qualifications and requirements, please see the complete job description from the "Menu" on the Employment page of the County website.

Assists and works with department managers to determine training needs of staff through planning, promoting and presenting educational programs specific to departmental needs. Organizes, plans and directs in-service training for staff in cooperation with campus staff managers and outside resources. Maintains program attendance tracking system in accordance with facility standards and regulatory requirements. Assures guidelines for record-keeping are developed and implemented. Assists with competency development for licensed and unlicensed staff in the nursing department. Works with each campus Director of Nursing to develop and provide in-service materials to nursing staff to maintain compliance with regulatory requirements and Nursing Standards of Practice. Develops an annual integrated training curriculum using an on-line training system. Customizes on-line courses to meet the needs of the facility. Develops live & self-paced supplemental training, as requested. Involved in Quality Improvement Activities. Coordinates onboarding activities with Human Resource staff to develop general facility wide orientation and job specific training to assist and promote successful integration of staff. Participates in Lakeview and Hillview campus meetings and initiatives as assigned.

Training, Experience and Other Requirements:

Current licensure in the State of Wisconsin as Registered Nurse.

Preference for graduation from an accredited college or university with a bachelor's degree in Nursing and preference for two years of work experience in a nursing home (or other related health care field) or teaching position at either a secondary or adult education level.

Previous training and staff development experience strongly preferred. May consider other relevant combinations of training and experience.

Must be available to flex hours to meet the training needs of the facility which is staffed 24 hours per day.

Outstanding communication and interpersonal skills.

To apply for this job, please visit:

<http://www.co.la-crosse.wi.us/personnel/employment.asp>
jobs@lacrossecounty.org

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La Crosse County is an Equal Opportunity Employer