



Employment Opportunities

EO-64

May 22, 2019

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:
Business Office Manager/CFO – Monroe, WI
Nursing Coordinator – Appleton, WI
Director of Nursing – Dodgeville, WI
Campus Administrator, Kirkland Crossing - Pewaukee, WI
Fiscal Manager – New Richmond, 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-492 Business Office Manager/CFO – Monroe, WI

Pleasant View Nursing Home of Green County , Monroe WI

This position oversees seven team members in the business office and works closely with six departments in the development, management and monitoring of our financial operations.

Required skills include:

- accounting, billing and receivable process
- multi-tasking, attention to detail, teamwork
- effective communication and forward thinking

This position also serves as the IT representative of the Green County User Group. A complete Job description and application can be viewed on the County of Green website <http://www.co.green.wi.gov/>.

EO-PA-493 Nursing Coordinator – Appleton, WI

Join the Premier Senior Living Community in the Fox Valley!

Brewster Village located in Appleton, WI is currently recruiting for a full time Nursing Coordinator. 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!

Reporting to the Nursing Director, the Nursing Coordinator leads, plans, supervises, and directs nursing care and nursing care team members.

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 of our villagers are encouraged and respected. Choice, dignity, respect, self-determination, and purposeful living are the core values of our care.

Qualified applicants will hold a Bachelor's Degree in Nursing along with three-five years of nursing experience to include supervisory experience. Wound care certification and knowledge in MDS Assessment and Coordination is preferred.

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 and click “Jobs” to learn more about this exciting opportunity or contact Mark Cochrane at 920-832-1669 or 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>

EO-PA-494 Director of Nursing – Dodgeville, WI

Iowa County Bloomfield Healthcare and Rehabilitation Center, a 55 bed SNF located in Dodgeville, WI, has an opening for a Director of Nursing. This position is responsible for assuring the Nursing Department acts in accordance to state and federal regulations while promoting the highest quality of services to residents and the community.

Minimum qualifications for this position include an Associate’s Degree in Nursing from an accredited institution with a current Wisconsin license to practice as a registered professional nurse. The candidate must have five years of experience in Long-term Care or acute care with at least two years of management or supervisory experience. A Bachelors or Master’s Degree is preferred, but not required.

This position is an exempt position. Salary will be based upon candidates' qualifications, and is negotiable with a generous comprehensive benefit package. Required application, benefit package information, and detailed job description that include job responsibilities and qualifications are at www.iowacounty.org or available at Iowa County Employee Relations., at 222 N. Iowa St., Dodgeville, WI 53533 or call (608) 935-0374. First review of applications is scheduled for Wednesday, June 12, 2019. Applications will be accepted until a qualified candidate is hired. EOE

An Equal Opportunity Employer

EO-PA-495

Campus Administrator, Kirkland Crossing - Pewaukee, WI

13073- Campus Administrator- Kirkland Crossing- Pewaukee, WI

<https://careers-preshomes.icims.com/jobs/13073/campus-administrator/job>

OVERVIEW

Presbyterian Homes & Services **Kirkland Crossings, Pewaukee, WI** is seeking an experienced health care/senior living professional to be the Campus Administrator for its Senior Living Community. The Campus Administrator is responsible for managing the overall operations of their community in order to assure high quality resident care and excellent customer service, 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.

A minimum of two years experience leading a senior living community is required. Knowledge of CBRF and RCAC regulations a plus.

REPORTING STRUCTURE: The Campus Administrator reports to his/her assigned Regional Director of Operations, and directly supervises all department managers.

ABOUT THIS COMMUNITY

Kirkland Crossings
700 Quinlan Drive
Pewaukee, WI 53072

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

This community offers the following living options: Village Homes, Independent Living Apartments, Assisted Living Apartments (RCAC), Assisted Living with Memory Care (CBRF)

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-496 Fiscal Manager – New Richmond, WI

Position Summary:

This position is responsible for managing and maintaining the financial systems for the County and to maintain the efficiency of the County's core financial functions and business processes. This may include monitoring financial processes for adherence to general accounting standards and state and county policies.

Education and/or Experience Requirements:

- Combination of experience and education:

- Bachelor's degree in Accounting, Finance, Business, Management or related field and Minimum of five (5) years of experience working in Accounting. OR
- Associate's Degree in Accounting, Finance, Business, Management or related field and a minimum of ten (10) years of experience working in Accounting. It is desired that the candidate is working towards a Bachelor's degree.
- Three years of previous supervisory or lead experience.

Please apply online: <https://cosaintcroix.taleo.net/careersection/ex/jobsearch.ftl>

Location: New Richmond, WI

Application closes June 9, 2019 at 11:59 PM