



Employment Opportunities

EO-72

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To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Chief Executive Officer – Richmond, IN
Campus Administrator, Towner Crest – Oconomowoc, WI
Senior Living Sales Associate – Brookfield, 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-520 Chief Executive Officer – Richmond, IN

Founded over 50 years ago and located in Richmond, Indiana, Friends Fellowship Community, Inc. (FFC), a not-for-profit provider of aging services is seeking a Chief Executive Officer. As a continuing care retirement community (CCRC) that serves over 300 seniors, its continuum includes independent living, assisted living, comprehensive care facility (all private pay), and dementia care. This Quaker-founded organization lives out its values today by embracing a spirit of inclusiveness for all individuals, with a firm commitment to enriching each resident's life on a daily basis. Social, educational, cultural, spiritual, and recreational activities keep residents connected and engaged in the FFC community. FFC residents are served by 215 employees from a multitude of backgrounds.

Accountable to the Board of Trustees, the Chief Executive Officer (CEO) is responsible for implementing the policies and plans established by the Board and for the leadership and total operation of FFC. The finalist candidate will draw upon an extensive understanding of the rapidly changing continuing care environment to develop a strategic vision for the organization's continued success while successfully shepherding current renovation plans nearing completion. Proficiency in project financing, capital improvement planning, and development of additional sources of revenue is paramount. The CEO will embody and embrace the FFC values of resident independence, dignity and security within a gracious environment, and preserve and build upon its excellent reputation in the area. In addition, the CEO will build and drive quality outcomes, maintain a resident centered culture, and ensure the organization continues its history of financial viability. (S)he will build strategic alliances outside the organization and work as an ambassador within the community, including nearby universities, colleges and civic organizations. In execution of all duties, the CEO will embrace and support the organization's positive culture of compassion and care to foster a spirit of excellence and integrity.

The ideal candidate for this position will have successful leadership experience within a high quality, resident-centered retirement and health care setting. (S)he will be able to craft and articulate FFC's strategic vision and create consensus among a dedicated leadership team and highly engaged resident population. An outstanding communicator who embraces open, honest, and transparent communication within a highly interactive culture, the CEO will "walk alongside" staff and engage regularly with residents. The finalist candidate will also forge new relationships with the surrounding community, working closely with FFC's neighbors and businesses to build on its current exceptional reputation. An Indiana Health Facility Administrator's license and Bachelor's degree in business administration, health care administration, or related field are required (Master's degree preferred).

Candidate nominations or expressions of personal interest may be directed in confidence to Elizabeth Feltner, Executive Vice President, Deffet Group, Inc., via email: info@deffetgroup.com.

EO-PA-521

Campus Administrator- Towner Crest- Oconomowoc, WI

<https://careers-preshomes.icims.com/jobs/13858/campus-administrator/job>

Overview

Presbyterian Homes & Services - Towner Crest in Oconomowoc WI, is seeking a Campus Administrator/Site Leader for its team at our newest senior living facility! 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/financial 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.

The Campus Administrator reports to the Regional Director of Operations, and directly supervises all Quality Service Team Members.

ABOUT THIS COMMUNITY

Our newest development located in Oconomowoc WI on the picturesque bluffs next to the Oconomowoc Golf Club. Truly a site to see!

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-522 Senior Living Sales Associate – Brookfield, WI

Come join our team, where quality comes to life.

About Us: At LindenGrove, our work is worth doing because we are remaking the aging experience! We are seeking an experienced Senior Living Sales Associate who is passionate about engaging in high quality elder-centered care, team work, and collaboration! As a member of our team, you will have the opportunity to make a real difference in the lives of elders. And you'll find that no two work days are alike!

Job Summary:

The Senior Living Sales Associate is a customer focused sales position with responsibility for identifying prospective residents for assisted living and memory care settings and for coordinating/completing the move-in plan. The role is collaborative and works closely with community managers, marketing and administration to develop a strategy for identifying and meeting the needs of prospective and future residents.

The Senior Living Sales Associate will focus on building rapport and relationships with referral organizations, individuals and community partners while representing the values and mission of LindenGrove Communities.

Requirements:

Associate Degree or higher in human services, marketing, communications or business.

Preferred Skills:

1. A minimum of 2 years previous sales experience in healthcare or a senior community.
2. Must be able to build trust with decision makers including family members and residents.
3. Must present all written and verbal information in a highly professional manner.
4. Proficient in development of presentation materials using Microsoft Office suite.
5. Proficient in public speaking.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace.