

Employment Opportunities

EO-435

April 15, 2024

“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.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1026 Assistant Director of Nursing (ADON) – Wauwatosa, Wisconsin

The Assistant Director of Nursing (ADON) assists the Director of Nursing (DON) in leading, managing and coordination the skilled nursing department’s daily operations. They provide leadership and support to nursing staff, ensuring adherence to healthcare standards, regulatory requirements and organizational policies. The ADON collaborates with other professionals to maintain optimal resident care outcomes and staff efficiency. The ADON is accountable for assisting with human resources management, budgetary management, and adherence to facility policies and procedures.

ESSENTIAL FUNCTIONS

Major Responsibilities	Measure
1. Leadership and Management	<ul style="list-style-type: none"> • Assist the DON in developing, implementing and evaluating nursing policies, procedures, and standards of care. • Provide leadership and direction to nursing staff, fostering a positive work environment and promoting professional growth. • Participate in hiring, training and evaluating nursing staff, ensuring adequate staffing levels and competency. • Fosters and maintains a cohesive team environment • Conducts regular meetings including department meetings, one-on-one’s, and check-ins. • Sets clear expectations for the department and uniformly enforces to ensure best practices in delivery of care and services, delivers corrective action as needed. • Provides regular and consistent feedback. • Provides back up or support as needed to nurse management and staff • Provides 24/7 on-call support to the department in the absence of the DON • Participates in weekend manager on duty program rotation • Member of the Lutheran Home and Harwood Place (LHHP) management council • Attend management council meetings and share information with direct reports

	<ul style="list-style-type: none"> ▪ Participate in Leadership Academy courses
2. Clinical Oversight & Resident Care	<ul style="list-style-type: none"> ▪ Manages and facilitates assigned program areas. ▪ Support nursing staff in providing comprehensive and compassionate care to residents, adhering to established protocols and treatment plans ▪ Evaluate resident assessments, care plans, and interventions to ensure effectiveness and adherence to standards of practice ▪ Participate in resident rounds, interdisciplinary meetings, and care conferences to discuss care plans, outcomes, and discharge planning. ▪ Response to emergencies, incidents and resident/family complaints promptly, implementing appropriate interventions and follow-up actions.
3. Medical Record Documentation & Retention	<ul style="list-style-type: none"> ▪ Ensures the nursing documentation in the medical record is clear, concise and in compliance with regulations and facility policy ▪ Assists in the auditing of documentation to monitor compliance ▪ Ensures that the appropriate education is in place regarding documentation requirements ▪ Maintains the documentation on any investigations and other nursing audit tools according to the retention requirements and facility policy
4. Fiscal Management	<ul style="list-style-type: none"> ▪ Assists the DON in establishing budgets for the nursing department. ▪ Monitors monthly expenses and makes adjustments as necessary ▪ Assists the DON in working with the scheduler to review staffing and make adjustments as necessary based on census ▪ Closely monitors and manages human resources to minimize turnover and overtime use
5. Quality Assurance, Improvement & Compliance	<ul style="list-style-type: none"> ▪ Ensures the appropriate audits are in place to track outcomes and quality metrics ▪ Establishes benchmarks based on industry averages and sets expectations for performance ▪ Facilitates quality improvement efforts in areas requiring improvement and measures effectiveness of actions taken ▪ Regularly attends education and seminars to stay current on topics related to nursing and the delivery of care ▪ Helps ensure favorable survey outcomes related to these regulatory requirements ▪ Works with the Medical Director and physicians to maintain best practice and develop protocols as needed
6. Attendance	<ul style="list-style-type: none"> ▪ Regular and consistent attendance is an essential requirement for this position. ▪ Flexibility to work outside regular business hours to support second and third shifts
7. Any and all other duties as assigned by immediate supervisor	<ul style="list-style-type: none"> ▪ To be determined by supervisor

QUALIFICATIONS

Education	<ul style="list-style-type: none"> ▪ Registered Nurse (RN) licensure in good standing in the state of Wisconsin. ▪ Bachelor of Science in Nursing (BSN) preferred. ▪ Current CPR certification or must obtain within 90 days of hire ▪ Wound care certification preferred.
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Experience	<ul style="list-style-type: none"> ▪ At least three years experience in acute or long-term care nursing ▪ Previous experience in nursing leadership or management role, preferably in healthcare setting such as long term care or skilled nursing sett
Skills/Abilities	<ul style="list-style-type: none"> ▪ Strong clinical skills and knowledge of nursing principles, practices and regulations ▪ Excellent leadership, communication and interpersonal skills ▪ Ability to prioritize tasks, problem-solve and make decisions under pressure ▪ Proficient in computer software (i.e. Microsoft Office Suite-Outlook, Word, Excel) and healthcare software applications. Point Click Care experience preferred. ▪ Commitment to continuous learning, professional development and quality improvement

PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> ▪ Ability to work at a consistent pace throughout the shift ▪ Adequate physical strength to perform duties of job
Strength	<ul style="list-style-type: none"> ▪ Frequent manual lifting, up to 35 lbs., depending on equipment available (20-30% of shift) ▪ Occasional manual lifting up to 50 lbs. (5-10% of shift) ▪ Frequent pushing and pulling up to 50 lbs., depending on equipment available (20-30% of shift)
Manual Dexterity	<ul style="list-style-type: none"> ▪ Sufficient manual dexterity to perform activities required under essential functions ▪ Frequent light grasping and fine motor tasks (50-75% of shift)
Coordination	<ul style="list-style-type: none"> ▪ Ability to perform gross body coordination and hand-eye coordination tasks without instability
Mobility	<ul style="list-style-type: none"> ▪ Ability to sit, stand, bend, squat, lift and move frequently during working hours ▪ Frequent standing (50-75%) ▪ Occasional stair climbing and descending (20% of shift)
Visual	<ul style="list-style-type: none"> ▪ Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met
Hearing	<ul style="list-style-type: none"> ▪ Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met
Speech	<ul style="list-style-type: none"> ▪ Must be able to speak and write the English language in an understandable manner

LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> ▪ Treating others with dignity and understanding
Commitment	<ul style="list-style-type: none"> ▪ Working with integrity and pride
Collaboration	<ul style="list-style-type: none"> ▪ Building meaningful relationships
Creativity	<ul style="list-style-type: none"> ▪ Facing opportunities and challenges with imagination, flexibility and optimism
Resident/Client/Customer Focused	<ul style="list-style-type: none"> ▪ Does whatever is necessary to meet the needs of the resident/client/customer
Communicates Openly	<ul style="list-style-type: none"> ▪ Communicates with resident/clients, families and visitors in an appropriate and effective manner

Self-Development	<ul style="list-style-type: none"> ▪ Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)
Unit/Department Teamwork	<ul style="list-style-type: none"> ▪ Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done
On-line Education Compliance	<ul style="list-style-type: none"> ▪ Timely and successful completion of monthly on-line education
Education Compliance	<ul style="list-style-type: none"> ▪ Timely and successful completion of mandatory in-service or competence assessments
Attendance and Scheduling	<ul style="list-style-type: none"> ▪ Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures

STANDARD PRECAUTIONS

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED

- Must wear employee name badge
- Must maintain a professional appearance at all times

SUPERVISORY RELATIONSHIPS

- Reports directly to the Director of Nursing (DON)
- Directly supervises assigned managers, supervisors and nursing support staff.
- Assists in the leadership and management of all nursing staff.

Candidates interested in the Assistant Director of Nursing opening may apply directly at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000001&jobId=491166&source=CC2&lang=en_US