



Employment Opportunities

EO-18-13
December 14, 2017

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Environmental Services Support Manager, Kenosha
Nursing Home Administrator, Wittenberg
Director of Nursing, New Berlin
Nursing Home Administrator, Elkhorn

"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 one-time 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-340 Environmental Services Support Manager is a supervisory position that ensures Environmental Services and Support employees are performing their daily duties and keeping Brookside a clean and safe environment.

DUTIES & RESPONSIBILITIES

- Assign staff daily to areas of the facility to areas with the highest level of need.
- Manage daily work allocation and flow and provide staff direction to carry out their tasks.
- Plan, develop, and implement both monthly and long term scheduling of employees considering vacations, off requests, and unexpected absences.
- Implement policies for the ESS Dept. and conduct annual evaluations.
- Interview prospective employees.
- Conduct departmental meetings and trainings.
- Conduct environmental quality assurance tours and inspections of all resident and employee areas for customer satisfaction.
- Communicate to residents and family members regarding the facility on safety, room transfers, personal furniture, room cleanliness, facility rules, and fire codes.
- Assist with the development and implementation of the fire and disaster policies and protocols for Brookside.
- Participate in the Public/Private Partnership meetings for Kenosha County.
- Assist with the development of annual budget and give input regarding long range needs and purchases and staffing level needs.
- Provide inventory control and prepare specifications for purchases involving chemicals, equipment, and paper products.
- Pest control contract monitoring and involved with various facility wide contracts and work.
- Coordinate contracted laundry services, including ordering, establishing par levels, quality assurance, special requests, delivery and invoice handling.
- Oversee maintenance and cleaning for various floor coverings and upholstered furniture including carpet.
- Coordinates handling of resident's laundry buy contracted service and or facility.
- Performs other work as required or assigned.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED equivalent.

3-5 years of supervisory experience in Health Care/Hospitality Environmental services.

PREFERRED QUALIFICATIONS

Associate's degree or certificate in Hospitality Management, Health care management/supervision, or related field.

Licenses or Certifications

None

Or any combination of education, training and experience which provides the knowledge, skills, and abilities necessary to perform the job.

OTHER JOB REQUIREMENTS

- Valid driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- The tasks needed to be accomplished and overall understanding of the needs at Brookside.
- The facility and the rules in place.
- Weather protocols.
- Basic contractual language.
- Industry products and standards.
- State and Federal guidelines as they relate to facility and residents.

Skill in:

- People management and verbal and written communication.
- Time management and Multi-tasking.
- Microsoft Outlook.
- Leadership, and presenting.

Ability to:

- Learn and work with various software applications, including Kronos payroll system, Relias Learning system, and Dayforce employee system.
- Understand the big picture and "mission" to meet the needs of the whole facility to assure high customer satisfaction.
- Develop departmental job assignments, schedules, policies, and procedures.
- Train and assist staff.
- Develop and perform quality assurance audits to monitor work and customer satisfaction.
- Implement the budget process.
- Write policies and procedures.
- Establish vendor relationships and perform audits to products, deliveries, and service.
- Remain professional and courteous at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *moderate physical demands*, such as exerting up to 50 lbs. of force frequently.

SELECTION PROCESS:

- Application Review - Qualifying.
- Oral Interview - Qualifying.
- Background Check - Qualifying.
- Physical Examination/Drug Screen - Qualifying.

If you require accommodations at any point in the selection process because of a disability, please notify Human Resources in advance for arrangements.

[Click here for information about benefits](#) **EXEMPT BENEFITS**

To learn more about the Kenosha County Brookside Care Center, please visit: <http://www.kenoshacounty.org/224/Brookside-Care-Center>

Applications must be submitted no later than Monday, December 18, 2017.

Kenosha County is a Wisconsin Retirement System participating employer. Your participation is required, which includes an employee contribution.

Thank you for your interest in employment with Kenosha County!

Kenosha County is an affirmative action, equal opportunity employer.

EO-PA-341 Nursing Home Administrator - The Homme Home of Wittenberg, a nonprofit Christian-based, 5 Star continuum of care campus between Antigo, Shawano, and Wausau, WI is currently seeking a Nursing Home Administrator to serve our skilled nursing facility. We are dedicated to providing quality care to our residents, and desire an individual with strong interpersonal skills, Medicare/Medicaid and rehabilitation experience, and a broad working knowledge of regulation and compliance. Successful candidates will display a commitment to positive leadership, innovation, and display strong financial management skills. Homme is an active participant in the WI Alliance for Quality in Aging program of

long term culture change, as well as staff and resident program enhancement.

Candidates must have a Bachelor's Degree in Health Care Administration or equivalent, along with a valid State of Wisconsin Nursing Home Administrator's License. Prior long-term care experience is preferred.

Benefits include vacation, health and dental insurance, 403(b) with a company match, flexible spending and more. For position consideration, please submit cover letter and resume to:



Homme Home of Wittenberg
Attn: Director of Human Resources
604 S. Webb Street, Wittenberg, WI 54499
email: jenniferb@homme.org
www.homme.org

EEO/AAP

EO-PA-342 Director of Nursing - LindenGrove Communities has an exciting opening for a Director of Nursing at our New Berlin Skilled Nursing Facility

The Director of Nursing is responsible for planning, organizing, developing and leading the nursing department.

To be successful in this role, the ideal candidate will meet the following standards:

- Education: Current license to practice in the State of Wisconsin
- Experience: 5 or more years experience in nursing management for a nursing home or related health care facility. Has acquired comprehensive knowledge of the nursing process and how it relates to resident in rehabilitative and/or geriatric settings. Able to communicate well verbally and in writing. Must have the ability to understand, interpret to staff, and comply with geriatric and restorative nursing principles and knowledge of State and Federal regulations/guidelines affecting long term care, including OBRA.

This is a full-time position (1.0 FTE)

Please apply @ www.lindengrove.org

EO-PA-343 Nursing Home Administrator - Due to an upcoming retirement, we are looking for a talented leader to be the next Administrator for our beautiful facility! Lakeland Health Care Center is Walworth County's 120 bed skilled nursing and rehabilitation sub-acute center. We provide care to medically complex residents with our team of skilled, dedicated staff. We use an interdisciplinary approach to provide specialized dementia care, rehabilitation transitional care, hospice/palliative care, and services that meet both medical and non-medical needs of our residents.

This position supervises a Director of Nursing, Assistant Administrator, Support Services Supervisor, Admissions Coordinator, Behavioral Management Specialist, an Enrichment Facilitator, Resident Liaison, Maintenance, Social Workers, Quality Operations Manager and Recreational Therapy Coordinator and is responsible for the overall direction and management of the facility and leadership team.

Bachelor's degree, six years of relevant experience and valid WI license required.

Apply Online:

<http://www.co.walworth.wi.us/Government%20Center/Human%20Resources/CurrentOpportunities.aspx>

T: 262-741-4949

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