

# Employment Opportunities

EO-20-18  
March 27, 2018

To: LeadingAge Wisconsin Members & Subscribers  
From: Pam Walker, Executive Secretary, [pwalker@LeadingAgeWI.org](mailto:pwalker@LeadingAgeWI.org)

Subject: Positions Available:

- **EO-PA-360: Center for Health Administration and Aging Services Excellence, Eau Claire**
- **EO-PA-361 Billing Specialist/Accountant, Richland Center**
- **EO-PA-362: Nursing Home Administrator, Milwaukee, WI.**
- **EO-PA-363: Director of Plant Operations, Milwaukee, WI**
- **EO-PA-364: Director of Nursing, Dodgeville, WI.**
- **EO-PA-365: President & Chief Executive Officer, Hamilton, OH.**
- **EO-PA-366: VP of Financial and Regulatory Services**

"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/members-services-education/employment-opportunities](http://www.leadingagewi.org/members-services-education/employment-opportunities).

## Position(s) Available:

**EO-PA-360: The Center for Health Administration and Aging Services Excellence, Eau Claire, WI.,** (CHAASE or Center) has available a 60% professional academic staff time position starting April 2, 2018 (negotiable). The duties associated with this position include serving as the administrative and public relations coordinator for the Center for Health Administration and Aging Services Excellence. The minimum qualifications include a Bachelor's degree in health care administration, public relations,

nonprofit management, or a related area is required. This position requires excellent communication and organizational skills, and the ability to work both independently and in coordination with others. Administrative and development experience is a preferred qualification. The ability to bring diverse perspectives to the campus, enhance the diversity of the department, and/or serve as a role model and mentor for women and/or minorities will be considered an asset.

Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site: [www.uwec.edu/Employment/uweccareers.htm](http://www.uwec.edu/Employment/uweccareers.htm).

The position is listed as: Management and Marketing: CHAASE Coordinator position (Job ID # 14109) Please be sure you have included the following in PDF format: letter of application, current resume, unofficial transcript and names and contact information for three references. Please direct requests for additional information to Dr. Douglas Olson at [olsondou@uwec.edu](mailto:olsondou@uwec.edu).

To ensure consideration, completed applications must be received by **March 22, 2018**. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process.

**EO-PA-361: Position: Billing Specialist/Accountant, Richland Center, WI.**

Schmitt Woodland Hills is, a Retirement Community nestled in the hills of beautiful Southwestern Wisconsin, is located in Richland Center. SWH has an annual operating budget of \$6 -7M and mix of private pay, Medicaid and Family care clients. We currently are looking to fill the position of Billing Specialist/Accountant. This is a professional position requiring a person who is self-motivated and can run the day-to-day Financial Operations of our facility.

This position will include the following tasks/responsibilities:

1. Financial Statements and Audit – Prepare monthly financial statements for the facility and present them to the Finance and Operations Committee. Prepare for and aid in the audit process. Help in the developing of the annual budget.
2. Billing Preparation and Accounts Receivable Collection – This is one of the primary responsibilities of this position. It includes using Point Click Care to produce the billing for Medicare, Medicaid, Insurances, and Private Pay. Monitoring Accounts Receivable and identifying accounts that could become problematic from a collections perspective before they become delinquent.
3. Ensuring that our bond reporting requirements are met.
4. Work with our Executive Director to manage our Cash and Investment Accounts.
5. Other tasks as deemed necessary by the Executive Director/Administrator.

The ideal candidate will have Medicare, Medicaid, and Insurance billing experience. Accounting experience would also be a plus. Candidate must be self-motivated, be willing to learn new things, be open to change, and be a great team player.

This position is eligible for the full benefit package including, but not limited to:

Health, Dental, and Vision Insurance; Life Insurance Options; Short-term Disability Insurance; Aflac Insurance Options including accident insurance, cancer insurance, etc.; 401(k); Paid Sick Leave; Paid Vacation Time; Paid Funeral Time Off; and Paid Personal Day/Paid Holidays.

Interested candidates should submit their cover letter and resume to:

Schmitt Woodland Hills  
Attn: Jackie Carley, Executive Director  
1400 West Seminary Street  
Richland Center, WI 53581

Or via Email to Jackie Carley at [jackie.carley@mwt.net](mailto:jackie.carley@mwt.net).

If you have any questions or would like additional information, please email Jackie Carley at the email address above or call Jackie Carley at (608) 647-8931.

Applications will be accepted through **March 31, 2018**.

**EO-PA-362: Nursing Home Administrator, Milwaukee, WI.** LCS is seeking a Nursing Home Administrator at Eastcastle Place in Milwaukee, WI. The Nursing Home Administrator at Eastcastle Place is responsible for assisting the Executive Director in the overall administration of the Community. S/he supervises operation of the service departments as directed by the Executive Director, with primary emphasis on the health center. S/he also handles special projects for the Board of Directors/Owners and the Executive Director. In the Executive Director's absence, the Administrator assumes responsibility for all Community operations.

Eastcastle Place is a Life Plan community located in Milwaukee, WI with 158 Independent Living, 39 Assisted Living, 18 Memory Care and a 40 unit Health Center. Interested persons may apply at: <https://lcsnet.referrals.selectminds.com/jobs/nursing-home-administrator-227>

**EO-PA-363: Director of Plant Operations, Milwaukee, WI.** Due to the retirement of our current Director, St. Anne's Salvatorian Campus is seeking a Director of Plant Operations. Responsibilities include the overall planning, developing, organizing, implementing, evaluating and maintenance needs of all departments within the Plant in

accordance with applicable federal, state and local requirements. The director is also responsible for departmental policies and procedures to assure the highest degree of services are provided at all times. Prior experience in Plant Operations preferred. St. Anne's Salvatorian Campus is located at 3800 N 92<sup>nd</sup> Street, Milwaukee, WI 53222 Phone: 414-463-7570 Fax: 414-463-2311 To apply for this opportunity, submit your resume by mail or fax to the attention Kathy LaFrance, HR Dept. or email to [klafrance@stannescampus.org](mailto:klafrance@stannescampus.org)

**EO-PA-364: Director of Nursing, Dodgeville, WI.** Iowa County Bloomfield Healthcare and Rehabilitation Center, a 65 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](http://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 Monday, April 9. Applications will be accepted until a qualified candidate is hired. EOE

**EO-PA-365: President & Chief Executive Officer, Hamilton, OH.** As the parent company of Colonial, Community Behavioral Health, Community First Pharmacy, and Partners in Prime, *Community First Solutions* touches the lives of more than 20,000 Butler County residents annually. Headquartered in Hamilton, Ohio, the organization is one of the leading providers of mental health and behavioral services in the region, the largest provider of home delivered meals in Butler County, the operator of two five-star senior living communities, and the founder of the second not-for-profit pharmacy in the nation. The organization also operates a commercial construction firm that has fueled much of the growth over the past 30 years while saving countless millions in general contractor fees. For 100 years its not-for-profit mission has been focused on providing quality care to individuals throughout the community.

The Board of Directors is seeking an innovative, collaborative and visionary leader with the gifts and energy to shepherd a strong leadership team in the strategic diversification and growth of this dynamic multi-service provider. The ideal candidate for this position will have successful leadership experience within a high quality multi-

service provider setting and will be a highly visible and transparent leader with a high level of personal energy and leadership presence. The finalist candidate will also forge new relationships with the surrounding community, working closely with Community First Solutions' neighbors and businesses to build on its current exceptional reputation. A Bachelor's degree in business administration, health care administration, or related field is required (Master's degree preferred). Commercial development and/or construction experience would be considered a plus.

Candidate nominations or expressions of personal interest may be directed in confidence to Dan Deffet, Managing Partner, Deffet Group, Inc., via email: [info@deffetgroup.com](mailto:info@deffetgroup.com).

**EO-PA-366: Vice President of Financial and Regulatory Services\* , Madison, WI.** LeadingAge Wisconsin, the State's largest full continuum association representing the long-term care and senior housing provider community, is seeking a highly motivated and multi-faceted individual to serve as its Vice President of Financial and Regulatory Services. This position plays a key leadership role and carries significant internal and external Association responsibilities.

Our Vice President of Financial and Regulatory Services advances the Association's mission by serving as a key resource offering provider assistance and guidance in the areas of Medicaid, Family Care and Medicare operations and payments; provider regulations; quality reporting systems; pay-for-performance; and workforce issues. This is a high profile position with ongoing interactions with member provider organizations, elected officials, state and federal agency staff, and other stakeholder groups. The Vice President provides some secondary services related to internal operations and management.

The ideal candidate will: Possess a Bachelor's Degree (minimum requirement), preferably in Accounting, Finance or related field and have extensive working knowledge of the Medicaid nursing home reimbursement system. The candidate also must be familiar with Family Care operations; demonstrate the ability to communicate clearly and problem solve independently; effectively utilize financial databases and office software/technology; and be committed to member service. Some travel is required primarily to attend regional membership meetings, LeadingAge Wisconsin-sponsored programs and provider meetings/consulting visits.

Interested persons should electronically send a cover memo and resume to John Sauer, LeadingAge Wisconsin President/CEO, at [jsauer@leadingagewi.org](mailto:jsauer@leadingagewi.org)

*\* Brian Schoeneck has served as the LeadingAge Wisconsin Vice President of Financial and Regulatory Services (or related titles) for over thirty years. Brian is retiring in June 2018 but will continue to serve LeadingAge Wisconsin on a more limited basis.*