



Employment Opportunities

EO-41

November 8, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:
Director of Nursing – Prairie Farm, WI
Asst. Director of Nursing – Prairie Farm, WI
Marketing Manager – Oconomowoc, WI
Senior Living Coordinator – Oconomowoc, WI
Administrator – Whitewater, 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 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:

DON-Pioneer Nursing Home - Prairie Farm, WIResponsibilities:

This position is responsible for the overall operations of the nursing department. They are expected to uphold the mission, philosophy and values of Grace Lutheran Foundation to provide high quality, Christian-based, concierge care to our residents, staff, and community partners.

Special Features/Requirements (license, certifications, etc.):

Successful completion of a bachelor's degree program in Nursing, or willingness to obtain baccalaureate-level Degree. Two to four years of director-level experience in a similar role/setting. Must be currently licensed, or able to be licensed immediately as a Registered Nurse eligible to practice in the State of Wisconsin.

Essential Functions:

- Administers, directs and conducts all nursing activities to carry out its goals and objectives.
- Participates in development, implementation and maintains facility objectives and procedures.
- Fosters positive communication within the program/facility and the organization as a whole. As well as with our partnering physicians, referral agencies, and community.
- Coordinates QAPI functions in conjunction with facility Administrator, Medical Director, and IDT.
- Promotes and participates in strategy implementation such as Joint Camp
- Promotes organizations team concept
- Interprets philosophy, objectives, policies and procedures of organization to facility personnel.
- Makes decisions and performs all duties in accordance with organizations policies/procedures, state and federal regulations and in conformance with recognized standards.
- Acts as facility liaison during BQA surveys.
- Recruitment and selection of qualified personnel necessary to meet the needs of the residents and facility.
- Utilizing a participative management style, encourages a team approach to decision making.
- Ensure quality services, prompt resolution of concerns and customer satisfaction.
- Continually monitors and evaluates staff performance.
- Ensures the organizations Human Resource policies and procedures are administered fairly and effectively.
- Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures, in conjunction with Human Resources
- Accessible to all staff on all shifts.
- Reviews department staff accident and incident reports and follows up as appropriate
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, the public and facility medical director.
- Functions independently in situations that require professional judgment.
- Serves as a role model by recognizing and meeting the needs of the residents, families and staff through effective use of concierge care model.

Additional Duties:

As needed or assigned

Supervision:

Given: Directly to all Nursing staff; indirectly all staff of entity.

Received: Facility Administrator

Physical Requirements (based on essential functions):

Occasionally lifts and carries equipment and supplies weighing 10 pounds. Occasionally pushes/pulls medication and treatment carts weighing 300 pounds a distance of 600 feet. Frequently twists, stoops, bends, climbs stairs; occasionally kneels, squats; frequently reaches at, above or below shoulder height. 100% of the workday is spent indoors. Sits, stands, walks intermittently during the workday. Must be able to communicate orally and/or in writing with residents, staff, families, and the public.

To apply: <https://graceluthfound.vikus.net/jobs/fibF7qDfEUCiyA8gajDQ6w>

EO-PA-431

ADON- Pioneer Nursing Home (Prairie Farm, WI):

Responsibilities:

This position is responsible to assist in the overall operations of the nursing department. They are expected to uphold the mission, philosophy and values of Grace Lutheran Foundation to provide high quality, Christian-based, concierge care to our residents, staff, and community partners.

Special Features/Requirements (license, certifications, etc.):

Successful completion of a bachelor's degree program in Nursing, or willingness to obtain baccalaureate-level Degree. Two to four years of experience in a similar role/setting. Must be currently licensed, or able to be licensed immediately as a Registered Nurse eligible to practice in the State of Wisconsin.

Essential Functions:

- Makes decisions and performs all duties in accordance with organization's policies/procedures, state and federal regulations and in conformance with recognized standards and CRS leadership
- Ensure quality services, prompt resolution of concerns and customer satisfaction.
- Continually monitors and evaluates staff performance contributing information to the DON to complete the annual performance evaluation and ongoing evaluation as needed
- Accessible to all staff on all shifts (rotating clinical call schedule will be developed)
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, public and facility medical director, DON and NHA
- Functions independently in situations that require professional judgment.
- MDS coordination and data entry
- Management of the daily nursing schedule
- Assists with admission/discharge needs during the week
- INTERACT coordination in conjunction with champions
- Wound care management certification desired within one year
- Case Management assistance

- Assist with staff development (Lippincott and Relias)
- Assist or work as staff nurse as needed
- Infection Prevention data collection as delegated by DON

Additional Duties:

As needed or assigned

Supervision:

Given: Directly to all Nursing staff; indirectly all staff of entity.

Received: Director of Nursing

Physical Requirements (based on essential functions):

Occasionally lifts and carries equipment and supplies weighing 10 pounds. Occasionally pushes/pulls medication and treatment carts weighing 300 pounds a distance of 600 feet. Frequently twists, stoops, bends, climbs stairs; occasionally kneels, squats; frequently reaches at, above or below shoulder height. 100% of the workday is spent indoors. Sits, stands, walks intermittently during the workday. Must be able to communicate orally and/or in writing with residents, staff, families, and the public.

To apply: <https://graceluthfound.vikus.net/jobs/dq8HPCw9bU2wEm-vJmvySQ>

EO-PA-432

Marketing Manager, Oconomowoc, WI

Marketing Manager – Oconomowoc, WI. Shorehaven, a respected leader in providing services to seniors since 1939, is seeking to fill this new position with an experienced marketing professional who will develop and implement a strategic marketing plan for the organization. Working collaboratively with other team members, this position will help to develop promotional materials, advertisements and presentations to promote Shorehaven as well as help to oversee the marketing and communication needs of the Shorehaven Foundation. Responsibilities will also include managing the company's Brand in all forms of media and communication, developing and monitoring the marketing budget, and assisting in developing and implementing community outreach programs.

We are seeking candidates with a Bachelor's Degree in marketing, communications, or a related field with a minimum of five years' experience in a marketing, public relations or communication position. Previous experience in senior care preferred. Must be flexible with respect to work hours as some nights and weekends will be required.

This position is full-time and eligible for our generous and comprehensive benefit program. Interested candidates may apply via email to cclauter@lho.org, through the application on the Careers page of our website, www.shorehavenliving.org, or by mail to: Carolyn Clauter, Director of Human Resources, PO Box 208, Oconomowoc, WI 53066.

Shorehaven is an Equal Opportunity Employer.

Our Mission: Reflecting Christ's love, we provide homes and resources for seniors.

EO-PA-433

Senior Living Coordinator, Oconomowoc, WI

Senior Living Coordinator – Shorehaven, located in Oconomowoc, WI, offers a continuum of services to seniors. We are seeking a Senior Living Coordinator to respond to inquiries, give tours, and assist residents and families in assessing the appropriateness of each of the different levels of care. This position will act as the primary contact for our Independent Living, Assisted Living and Memory Care apartments, but will assist with transitions throughout the campus. Responsibilities also include overseeing the leasing process, reporting trends, and assuring compliance with CCRC and RCAC rules and regulations. Will also serve as a resource to the community regarding available senior services.

The ideal candidate will have a Bachelor's degree in marketing, social services, communications or a related field and sales/marketing experience with knowledge of the continuum of services in senior housing. Excellent communication skills, the ability to interact successfully with diverse individuals and groups, and a professional appearance and demeanor are also required. Must be flexible with respect to work hours as some night and weekends will be required.

This position is full-time and eligible for our generous and comprehensive benefit program. Interested candidates may apply via email to cclauter@lho.org, through the application on the Careers page of our website, www.shorehavenliving.org, or by mail to: Carolyn Clauter, Director of Human Resources, PO Box 208, Oconomowoc, WI 53066.

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EO-PA-434

Administrator - Fairhaven Senior Services, a faith-based, nonprofit Life Plan Community located in Whitewater, a southeastern Wisconsin university town, seeks a Campus Administrator for its team. The position assures that the highest degree of care and services is maintained for an 82-bed SNF, a 24-bed memory support residence, a 23-bed assisted living floor, and 100 apartments. We are grateful to have a 5-star Medicare rating, a very positive reputation, and excellent staffing levels.

The Administrator will be resident engaged and provide vision, leadership, and financial oversight. A Bachelor's degree is required as well as a Wisconsin Nursing Home Administrator's license or ability to obtain same.

Application is available for download at www.fairhaven.org or submit letter of interest/resume to beckg@fairhaven.org or to attention of Gayle Beck, 435 W Starin Road, Whitewater, WI 53190