



Employment Opportunities

EO-42

November 16, 2018

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:
Director of Clinical Services – Plymouth, WI
MDS Coordinator – Portage County, WI
Director of Nursing – Menomonie, WI
Asst Director of Nursing – Altoona, WI
MDS Coordinator – Mondovi & Altoona, WI
RN Manager/Director of Nursing, Milwaukee, WI
Nursing Home Administrator – Menomonie, WI
Director of Nursing – Watertown, 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-435 Director of Clinical Services – Rocky Knoll Health Care Center

Rocky Knoll Health Care Center has an opening for a **Director of Clinical Services**. This full time, 40 hour per week position has a starting salary of \$65,869/yr. to \$98,802/yr. based on qualifications.

Purpose and Summary

The Director of Clinical Services assumes authority, responsibility, and accountability for the delivery of clinical and nursing services in the facility. This position is responsible for the overall operation of the nursing department in accordance with current medical and nursing practices and procedures as well as applicable federal, state and local regulations. Using an interdisciplinary team (IDT) approach, the Director of Clinical Services will assure that the highest degree of quality resident care is maintained at all times.

The Director of Clinical Services ensures that quality staff are hired and retained throughout the facility while meeting both resident and fiscal needs. Primary contact for physician services and ancillary care services such as lab, pharmacy, x-ray and therapy.

Under the supervision of the Rocky Knoll Administrator in consultation with the Medical Director, is responsible for the operations of the Clinical Services and Nursing Department at Rocky Knoll Health Care Center. Acts as backup to Administrator in their absence.

Essential Duties:

1. Demonstrates high level leadership, authority, responsibility and accountability of directing the nursing services department.
2. Direct the development, implementation, and maintenance of departmental policies and procedures to meet all current regulations and uphold the mission of the facility.
3. Review policies and procedures as necessary, at least annually, and address needed changes long with recommended modifications with the Administrator and IDT team to assure compliance with current regulations.
4. Collaborates with staff, residents, resident's family members, clinical partners, referral agencies, and the community to develop strong working relationships.
5. Promote and support a strong sense of "teamwork" with clinical staff and with all departments within the organization to provide resident-centered care.

6. Responsible for recruitment and retention initiatives for the nursing department. Generate new ideas for referrals and overall recruitment initiatives.
7. Assess, develop, and implement employee retention and engagement strategies.
8. Coach, mentor, and develop staff to work to the best of their abilities in providing the highest quality of care to our residents.
9. Develop, facilitate and implement professional education programs and in-services to enhance the clinical skills of the nursing staff.
10. Coordinate and direct the administration of clinical and technical competency assessments for nursing personnel. Collaborate with Administrator to ensure those changes and needs are delivered and completed.
11. Review assessments to evaluate the effectiveness of educational programs and identify educational needs and areas for improvement.
12. Counsel, discipline and terminate nursing personnel as requested or as is necessary, in coordination with the Administrator and Human Resources.
13. Plan, coordinate and implement the Infection Control and Antibiotic Stewardship programs in coordination with or the absence of an Infection Preventionist.
14. Participate in and coordinate QAPI functions in conjunction with Administrator, Medical Director, and the IDT.
15. Develop, implement, and assess Quality improvement plans for the nursing department.
16. Participates in the development and implementation of resident care plans, resident assessments and discharge planning.
17. Evaluate nursing service needs, establish staffing requirements and periodically review and adjust the organizational plan for nursing service personnel to accommodate changes that are necessary and in alignment with budgetary guidelines.
18. Implement succession plan for Nursing Department Leadership positions.
19. Responsible for development and adherence to for the nursing budget. Recommend required supplies and capital expenditures. Assess supply and equipment needs for nursing department and assure that units are adequately stocked and maintained.
20. Project staffing/equipment/training needs based on changes in resident population and regulations.
21. Regularly inspects facility care environments and assesses/observes Nursing Department practices for compliance with federal, state and local standards and regulations, in order to ensure that industry best practices are being utilized. Manages the Annual State Health Survey process and complaint investigations and prepares staff/facility practices, in order to ensure success with same.
22. Conducts the evaluation and coordination of contract services (medical care, pharmacy, laboratory, and rehabilitative services).
23. In the absence of the Administrator, responsible for management of the entire facility.
24. May perform other varied duties/assignments per facility needs.

Qualifications:

1. Valid licensure as a registered nurse in the State of Wisconsin. Minimum of five years of nursing practice in long term care and/or post-acute care experience is highly preferred.
2. Executive nursing management, supervisory experience, and proven leadership in a health care setting of five years or greater.
3. Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines pertaining to nursing home operation in the State of Wisconsin.
4. Knowledge of Minimum Data Set (MDS) Assessment and responsible for the coordination and completion of the assessment process.
5. Bachelor of Science in Nursing highly desired. MSN preferred.
6. CPR certified or within three months of employment. Certified CPR trainer desirable.
7. Ability to deal professionally with personnel, residents, family members, visitors, governmental agencies/personnel and the general public.
8. Ability to, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, that are necessary for providing quality resident care.
9. Must be self-motivated, with established organizational skills.
10. Must have demonstrated strong leadership qualities and conflict-resolution skills.
11. Ability to serve as a role model by recognizing and meeting the needs of the residents, families, and staff members.

Applications will be accepted until 5:00pm on Saturday, December 15th, 2018.

HUMAN RESOURCES
508 New York Avenue
SHEBOYGAN, WI 53081
www.sheboygancounty.com

Internal applicants: Please reference the above job posting number and position when submitting your internal application for employment which is located on the Sheboygan County shared drive/Sheboygan County/Human Resources/Forms/Internal Application for Employment

AMERICANS WITH DISABILITIES ACT NOTICE

Sheboygan County would like to accommodate you if you are disabled. Please let us know if you are disabled and need special assistance. Contact Sheboygan County Human Resources Office at (920) 459-3105, at least 24 hours in advance of appointment, so we can try to make arrangements for you.

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WE SUPPORT A SAFE, HEALTHY AND DRUG FREE WORK ENVIRONMENT
THROUGH PRE-EMPLOYMENT DRUG TESTING

EO-PA-436

MDS Coordinator – Portage County Health Care Center

Description of Duties

The Minimum Data Set (MDS) Coordinator is responsible for the MDS assessment process completion, care planning process, and scheduling of MDS assessments. The MDS Coordinator assures maximum reimbursement by: determining payment coverage of each resident from admission to discharge; and by strategically setting Assessment Reference Dates (ARD's) for the MDS in collaboration with therapy services within the Omnibus Budget Reconciliation Act (OBRA) requirements. This position is responsible for determining Resource Utilization Group (RUG) levels and assisting with admission assessment processes. This position requires on-going education related to rules and regulations regarding MDS process and reimbursement.

Minimum Qualifications:

- Associate degree in nursing
- Licensed as a Registered Nurse in the State of Wisconsin
- Minimum of two (2) years of experience in a Skilled Nursing Facility
- Experience in Minimum Data Set/Resident Assessment Instrument/Prospective Payment System in a Skilled Nursing Facility
- Resident Assessment Instrument certification preferred; must be certified within six months of the date of hire
- Experience with and knowledge of Medicare rules, regulations and documentation requirements
- Computer and typing proficiency
- Experience with clinical assessment
- Possession of a valid driver's license and access to an insured vehicle for work-related travel

Starting salary: \$56,798 per year

Applications accepted until the position is filled.

Portage County is an equal employment opportunity employer functioning under an Affirmative Action Plan. AA/EOE/LEP

Apply at: www.co.portage.wi.us

Portage County Human Resources
1462 Strongs Ave.
Stevens Point, WI 54481
715-346-1327

EO-PA-437

Director of Nursing: American Lutheran Communities- Menomonie, WI

Apply here: <https://americanlutheranhomes.vikus.net/jobs/Gw02MGoAukyARvS7S-hf0g>

Facility website: <https://www.americanlutheranhomes.com/>

Responsibilities:

This position is responsible for the overall operations of the nursing department. They are expected to uphold the mission, philosophy and values of American Lutheran Communities 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

EO-PA-438 Assistant Director of Nursing (ADON)- Prairie Pointe, Altoona, WI

Apply here: <https://graceluthfound.vikus.net/jobs/o5FZjbMPZEOs5jCMvxRy-w>

Facility website: <https://www.americanlutheranhomes.com/>

Responsibilities:

Responsible for the direction and supervision of nursing services at Prairie Pointe. Responsible for daily activities of licensed and RCT staff. Establishes clear communication and accountability all staff. Responsible for adherence to established policies, procedures and objectives of the organization, supports and promotes current practice in alignment with current Federal, State, and local standards, guidelines, and regulations that govern the facility.

Essential Functions:

- Supervises and directs nurse and RCT staff activities in conjunction with DON
- Provides consistent communication for all clinical staff
- Monitors overall clinical status of residents including, but not limited to; weights, Intakes, hydration status, elimination status, showers
- Assures nurse and RCT task and documentation completion
- Hires RCT staff
- Completes roster matrix and census and condition reports weekly
- Follows up and investigates incident reports and medication errors
- Takes on-call rotation with other nursing leaders
- Attends care conferences
- Attends Nutrition and Hydration weekly meetings
- Provides encouragement and discipline to RCT staff
- Assists in identifying performance improvement activities
- Works as a team to assure staffing throughout the campus with DON, DON RP, and scheduler
- Provides staff education
- Participates in monthly staff meetings.

- Must work closely with all team members to provide high quality care.
- May need to work the floor in crisis situations.

Special Features/Requirements:

Valid Wisconsin Registered Nurse license. Three to five years nursing experience with a minimum of 2 years in long term care. Must possess leadership qualities and excellent communication skills. Supervisory experience preferred. BSN preferred.

Additional duties:

Other duties as assigned by the DON or Administrator.

Supervision:

Received- Director of Nursing

Given: Licensed staff and RCT'S

EO-PA-439 MDS Coordinator: American Lutheran Communities- Mondovi, WI and River Pines, Altoona, WI

Apply here: <https://graceluthfound.vikus.net/jobs/zn6xR-v6hUeEZW66gd7DEg>

Position split between American Lutheran Homes- Mondovi and Grace River Pines- Altoona, WI

Full-time, 80hrs per pay period

Responsibilities:

Responsible for MDS and care planning process for all residents. Responsible for adherence by nursing staff to established policies, procedures and objectives of the organization, Professional Gerontological standards of Nursing Practice Code and State and Federal regulations.

Essential Functions

- Completion of all RAI assessments in the facility
- Write, review, and update care plans as needed
- Complete quarterly and annual assessment tools and evaluations (Braden, Fall Risk, etc)
- Attend weekly care conferences
- Attend daily Medicare Meetings
- Monitor care provided by RCT's
- Quality Assurance activities as assigned by Director of Nursing and or QA Committee
- Oversees restorative program and monitors RCT's.
- Responsible for Nursing Department in absence of Director of Nursing

Special Features/Requirements:

Valid Wisconsin Registered Nurse license. Nursing administration or supervisory experience preferred. Possess leadership qualities and communication skills.

Additional Duties:

Other duties as assigned by the Director of Nursing

Supervision:

- Given – Direct Care Staff
- Received – Director of Nursing

EO-PA-440 RN Manager/Director of Nursing – Milwaukee, WI

Summary: Under the supervision of the Regional the Program Director, the RN Manager/ Director of Nursing is responsible for managing the daily operations of a long-term care facility, caring for frail elders. This position includes the oversight of skilled nursing services, nursing support staff, social work staff, and therapeutic recreation services provided to Sisters of a Religious Order. Members are enrolled in Community Care's Program of All-Inclusive Care for the Elderly (PACE) in Milwaukee. The Sisters who enjoy living in a pristine, serene and peaceful environment and Community Care helps to establish and maintain a care delivery system that is focused on person centered care, identifying and meeting each individual Sister's outcomes as well as supporting the managed care organization, member rights and member goals. This environment offers an excellent alternative to working in a federally certified skilled nursing facility.

Location: Community Care Inc., Milwaukee

Hours: Full time days.

Education:

Minimum of a Associate's degree in nursing. Bachelor's degree in Nursing preferred.

Experience: A minimum of 3 years of leadership experience in a health care or social service setting serving frail elders. Memory Care experience strongly preferred.

License/Certification: Current WI RN licensure and CPR/AED certification.

Travel: Minimal travel

EO-PA-441 Nursing Home Administrator: American Lutheran Communities- Menomonie

Apply here: <https://americanlutheranhomes.vikus.net/jobs/X6KYvmtQKkeEgbhJKzEp-Q>

Facility website: <https://www.americanlutheranhomes.com/facilities/alh-menomonie/>

Responsibilities:

Responsible for the daily operations of the nursing home. Uphold the Mission and philosophy of Organization, including providing quality Christian-based resident care, as well as, meeting the financial goals of the facility.

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

Successful completion of a bachelor's degree program in Health Care Business Administration, or other fields related to the nursing home industry. Three to five years administrative experience in a similar setting. Must be currently licensed or able to be licensed immediately as a Nursing Home Administrator in the State of Wisconsin.

Essential Functions:

- Administers, directs and conducts all activities of the nursing home 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
- 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.
- 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 organization's Human Resource policies and procedures are administered fairly and effectively.
- Maintains financial stability of programs/services, working within guidelines and parameters established through organization policies.
- Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures, in conjunction with Executive Director of Housing and Administration/Human Resources.
- Accessible to staff on all shifts.
- Plans annual budget and works within an approved budget: supervises and approves all purchases.
- Reviews department staff accident and incident reports.
- Maintains and safeguards confidential information.
- Communicates effectively with residents, families, co-workers, 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 “Safety, Courtesy, Care and Efficiency” standards.

Additional Duties:

As needed

Call or email with questions:

Pilar Blomquist- HR Specialist

715-832-3003 x168

Pilar.blomquist@graceluthfound.com

EO-PA-442 Director of Nursing – Watertown, WI

Are you ready to explore a new opportunity with a faith based organization? Lutheran Homes and Health Services is in search of a Director of Nursing to develop, organize and lead our standards of care. For over 75 years LHHS has served the Fond Du Lac area with Rehab, Long-Term Care, and Assisted Living services. As a recognized nonprofit organization, the facility is managed with the support of Marquardt Management Services.

Job Functions:

- Maintains and actively promotes effective communication with patients and family members / personal representatives.
- Supervises functions, activities and training of nursing personnel.
- Ensures that duties of nursing personnel are clearly defined and assigned to staff consistent with their level of educational preparation, experience and licensure.
- Responsible for maintaining a positive image of LHHS in the community keeping in alignment with our mission, vision, and values.
- Participates in committee meetings and interdepartmental meetings that align with Quality Assurance Process Improvement Standards.

Qualifications:

- Ability to train staff and provide development opportunities.
- Establish and maintain effective communication with employees.
- Create and maintain a work environment conducive to high productivity and morale.
- 3-5 years leadership experience in nursing.

Interested Candidates should submit a resume to:

Kat Halfmann, Human Resource Generalist

244 N. Macy Street Fond Du Lac, WI 54935

Phone :(920) 322-8513

Fax: (920)-921-9520

khalfmann@marquardtmanagement.com