



Employment Opportunities

EO-48

January 31, 2019

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Assisted Living Manager, CBRF – Madison, 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-466 Assisted Living Manager, CBRF – Madison, WI

Make a difference as a manager oversees a 20 bed Community Based Residential Facility (CBRF) in the Madison area. Responsible for initiating, coordinating and evaluating the

services provided to residents living in the facility. This includes promoting and supporting quality resident care, implementation of best practices as it relates to memory care, providing oversight and direction to direct care workers. Has budgetary and fiscal management responsibilities for ensuring appropriate and efficient use of resources.

General Information

Employee Type	Exempt
Job Category	Health Care Administration
Industry	Health Care, Assisted Living, Health Care Management

Contact Information

Name	Attic Angel Management Services
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Description

ESSENTIAL POSITION FUNCTIONS:

Employee Management –

1. Supervises and motivates staff to ensure the provision of high quality services to residents in a manner that is consistent with the philosophy of person-centered Alzheimer’s and other dementia care. This includes:
 - Oversight of all team members in the completion of their duties and responsibilities
 - Ensures employee observance of policies, regulations and standards of practice and conduct.
 - Completes performance evaluations and facilitates evaluation conference for all staff.
1. Coordinates staffing schedule to ensure appropriate staffing on all shifts.
2. Coordinates and ensures thorough orientation and initial and ongoing training of new staff in
 1. accordance with HFS 83 requirements, Alzheimer’s/ dementia recommended practices, and facility policies within established time frames.
 2. Promotes and facilitates interactive problem solving with staff in order to provide Alzheimer’s care and treatment consistent with current standards of practice.
 3. Provides supervision, guidance, demonstration and assistance to team members as necessary to assure staff understands their job expectations.
 4. Initiates corrective measures of verbal coaching and continues progressive discipline as necessary to raise staff performance to established standards. Terminates employees in conjunction with Human Resources. Keeps COO informed and involved as needed.
7. Provides leadership, direction and oversight of the care team in day to day operations. This includes, but is not limited to, policies and procedures, implementation and maintaining Individual Service Plan (ISP), providing excellence in customer service, and ensuring compliance with infection control and safety practices.
8. Responsible to ensure all team members understand their role and participate in provision of resident

1. assistance in maintaining their strengths through active involvement in activities, dining, and resident
2. care including basic transfers and ADL assistance as well as facility functioning and cleanliness, including meal prep and cleanup, garbage handling, laundry, bed making and spot cleaning.

Resident Care Management

1. Ensures completion of pre-occupancy screening, assessment, re-assessment and development of the ISP in conjunction with the resident, family and team members consistent with HFS 83.
2. Ensures appropriate monitoring of medical services including admission and readmission history and physical, orders, visits and timely and appropriate medical service provision. Ensures transportation is arranged to and from physician offices as needed.
3. Provides oversight of the quality of care provided and the appropriateness and completeness of documentation through monitoring and direct supervision of care provision of the ISP's, electronic records and documentation as well as through daily rounds, involvement in activities and meal service.
4. Ensures high quality emotional, physical, psychosocial and spiritual care is provided in a safe and clean environment. Maintains and monitors record of this care.
5. Ensures timely and thorough physician and family notification of changes in condition. Educates staff on preventative measures and quick identification of action steps to be taken to prevent significant changes of condition, including further falls or behaviors, from occurring whenever possible.
6. Ensures staff training and that proper techniques and procedures are followed regarding the administration of medications, including narcotics.
7. Provides and promotes continuing education, including understanding of the Alzheimer's disease process and programming by staff and with residents and families as appropriate.
8. Facilitates and encourages family involvement.
9. Ensures staff is actively engaging residents in daily activities and program to the maximum extent feasible in a positive, nurturing and respectful manner.
10. Is proactive in identifying and instituting measures to prevent accidents and other incidents. Investigates resident and employee incidents, identifies safety hazards, and institutes corrective action in a timely manner. Shares in the responsibility for providing and maintaining an environment that is conducive to the safety and physical and emotional well-being of residents and staff. Keeps COO apprised of all incidents and corrective action taken.
11. Provides oversight and assists as needed in discharge planning and implementation.
12. Responsible for overseeing investigative process and reporting requirements for abuse, neglect, and misappropriation.

Communication, Team Building and Customer Service

1. Provides and monitors utilization of communication systems, including RCG's, 24 hour report, physician notification log, communication board and report to assure that

resident care needs are communicated effectively and efficiently both shift to shift and interdepartmentally.

2. Functions as a team leader and as a team member by sharing responsibility for the administration of resident services in cooperation with other team members,
3. Promotes and facilitates interactive problem solving with staff, utilizing quality improvement techniques.
4. Develops and maintains effective working relationships with residents, their families, fellow employees, volunteers and the general public.
5. Ensures team member demonstration of excellent customer service skills. Strives to attain excellence in customer satisfaction through ongoing solicitation of feedback and interactive problem solving with residents, families and staff.
6. Exemplifies professional conduct.
7. Seeks input from appropriate departments and disciplines. Promotes team building inter and intra departmentally.

Fiscal Management

1. Develops, administers and controls staffing, operating, and capital expenditures within departmental budget parameters. Prepares written justification of fiscal variances quarterly.
2. Ensures daily labor ppd's are within budgeted parameters. Deals appropriately with discrepancies, including extra and over time.
3. Maintains a stable and competent staff with turnover rates less than benchmarked averages.

Other Administrative Duties

1. Prepares Quality Improvement analysis regarding high risk areas and any other performance improvement activities occurring or as directed.
2. Prepares other reports and statistical data as necessary or requested by the Director of Nursing or COO.
3. Attends required in-services and continuing education programs.
4. Serves on various committees as assigned, including, but not limited to, Daily Incident review, bi-weekly Grand Rounds, monthly Safety and quarterly Quality Improvement Committees.
5. Creates, revises and implements policies and procedures for the safe and effective care of Haven residents with input from all affected departments.
6. Develops annual goals and objectives with input from team members, residents and families, Director of Nursing and other departments. These goals take into account input from the customer and employee satisfaction surveys, Quality Improvement benchmarks and other QI measures, Department of Health and Family Services state surveys and other identified areas of needed improvement.
7. Responsible for efficient and accurate implementation of emergency, fire and disaster plans.
8. Expands and shares knowledge via reading professional journals, books, on-line education resources including AAHSA and WAHSA transmittals, as well as attending educational seminars, management development programs and other meetings as appropriate.

9. Keeps Director of Nursing and COO informed of any type of abuse allegation, incidents with injury, medication errors, changes of condition including wounds, clinical initiatives, advanced employee disciplinary issues.

The listing of essential and secondary position functions is not to be considered an exhaustive list of all duties which may be assigned.

Requirements

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. RN or LPN preferred. Will consider 3-5 years management experience in a CBRF with associate degree or higher in a related field in lieu of nursing degree.
2. Must have Assisted Living Administrators Certification course.
3. At least one year of professional Alzheimer's care experience, preferably in a geriatric in-patient setting.
4. Minimum of 1-2 years of supervisory experience preferred.

SPECIFIC REQUIREMENTS:

1. Ability to read, write, and speak the English language, and to follow oral and written instructions.
2. Independent worker with the ability to use sound judgment and discretion in performance of duties and information dissemination; requires little supervision.
3. Exhibits effective leadership skills.
4. Ability to relate effectively with the elderly. Skill in the application of Dementia care techniques to specific resident needs.
5. Ability to utilize effective supervisory skills within work group.
6. Trustworthy and dependable, with willingness to accept suggestions and ability to cooperate.
7. High degree of personal cleanliness and hygiene, neat and well-groomed in appearance.
8. Exhibits a sincere desire to work with older adults and persons diagnosed with dementia, and has a growing understanding of the aging and Alzheimer's disease processes.
9. Capability of a flexible work schedule to accommodate duties.
10. Successfully completes a physical exam and TB skin test or chest x-ray, and drug screen as necessary.

PHYSICAL REQUIREMENTS:

1. Must be able to lift, carry, stand, sit, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time and walk intermittently.
2. Full extension of arms above head and to front of body.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
4. Frequently lifts weight of 5-250 pounds with a variety of assistance from other staff or equipment.
5. Push carts of 50-300 pounds, 50-500 feet.

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