



# Employment Opportunities

EO-74

August 28, 2019

To: LeadingAge Wisconsin Members & Subscribers

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

Subject: Positions Available:  
Director of Nursing/Clinical Administrator – Fairway Knoll – Germantown, WI  
Director of Nursing/Clinical Administrator- Kirkland Crossings- Pewaukee, WI  
Nursing Home Administrator/Executive Director – Markesan, WI  
RN Manager – Milwaukee, 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](http://www.leadingagewi.org/employment-opportunities).

Position(s) Available:

**EO-PA-527** 13881- Director of Nursing/Clinical Administrator- Fairway Knoll- Germantown, WI

<https://careers-preshomes.icims.com/jobs/13881/director-of-nursing--clinical-administrator---assisted-living-%28a%29/job>

### **Overview**

Presbyterian Homes & Services - Fairway Knoll is seeking a Director of Nursing / Clinical Administrator to join our Assisted Living team.

### **REPORTING STRUCTURE:**

The Clinical Administrator reports to the Campus Administrator and directly supervises all managers of clinical services which may include: Clinical Coordinators, RAI staff, Infection Control, Supervisors, and Staffing Coordinator, and indirectly supervises all RNs, LPNs, Medication Assistants, Resident Assistants and Resident Aides. The Clinical Administrator also oversees the use of contracted services for clinical care.

### **ABOUT THIS COMMUNITY**

Perched atop a lush golf course with sweeping views of nature, Fairway Knoll is one of the newest PHS communities in Wisconsin.

This community offers the following care options: Independent Living, Assisted Living, and Memory Care.

### **Responsibilities:**

The Director of Nursing / Clinical Administrator is responsible for planning, organizing, developing, evaluating and effectively directing the clinical staff and program in order to ensure the delivery of high quality resident care and services consistent with regulations and established clinical best practices.

### **Specifically:**

- As a member of the site leadership team, participate in the planning and implementation of strategies and programming that assure high quality resident care while achieving short and long-term operational goals for the site.
- Create and maintain an environment that achieves high quality care (physical, mental, emotional, social and spiritual) of residents and maintains their independence and dignity to the highest degree possible within the PHS continuum.
- Establish and maintain effective communication systems with all customers.
- Oversee the implementation of resident care processes: Selection, assessment, planning, implementation, and evaluation of nursing care based upon regulations and established clinical best practices. Participate in resident care processes as needed.
- Oversee and monitor the clinical components of the medical record for completeness and accuracy.
- As a supervisor of a large team, the Clinical Administrator is directly responsible for leading and growing members of the team and should be able to demonstrate experience in this area.

### **Qualifications:**

- Registered Nurse with current licensure with the State Board of Nursing in state(s) in which he/she practices.
- Three to five (3 - 5) years leadership experience in nursing.
- Current CPR Certification.
- Demonstrated competencies in health care management and operations, quality management, staff development, resident and family support systems, and community outreach.
- Demonstrated knowledge and experience in gerontological nursing, rehabilitative and restorative clinical practices.
- Demonstrated compatibility with PHS's mission and operating philosophies.
- Demonstrated ability to read, write, speak and understand the English language to communicate with all customers

### **About PHS**

Presbyterian Homes & Services (PHS), based in St. Paul, Minnesota, is a non-profit, faith-based organization providing a broad array of high quality housing choices, care and service options for older adults. 6,400 employees serve 25,000 older adults through 45 PHS-affiliated senior living communities in Minnesota, Wisconsin and Iowa, and through Optage® home and community services. Established in 1955, PHS has earned the reputation as an innovative leader concerned with promoting independence, vitality and well-being for those they serve.

We believe employees are the most important resource in our ministry and we are committed to an environment where employees are valued and empowered to make a difference. With a strong commitment to grow our employees from within, the development opportunities with us are virtually unlimited. We offer competitive wages, opportunities for advancement, ongoing training, and incredible benefits like education assistance and nursing loan forgiveness.

If you have a desire to honor God by enriching the lives and touching the hearts of older adults, consider answering the call and join our team.

PHS is an EEO/AA employer. All applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

**EO-PA-528** 13666- Director of Nursing/Clinical Administrator- Kirkland Crossings- Pewaukee, WI  
<https://careers-preshomes.icims.com/jobs/13666/director-of-nursing--clinical-administrator---assisted-living-%28a%29/job>

### **Overview**

Presbyterian Homes & Services - Kirkland Crossings in Pewaukee WI is seeking a Clinical Administrator to join our Assisted Living/Memory Care team.

The Clinical Administrator reports to the Campus Administrator and directly supervises all managers of clinical services which may include: Clinical Coordinators,

Infection Control, and Staffing Coordinator, and supervises all RNs, LPNs, Medication Assistants, Resident Assistants.

The Clinical Administrator also oversees the use of contracted services for clinical care.

Responsible for department budget, care planning in collaboration with residents and families, and admission assessments.

- Knowledge of WI State Regulation relating to RCAC and CBRF preferred.
- 3+ years staff supervision, dept leadership, and staff training a plus.
- Systems/Computer high level skills for Day Force (time & attendance, HRIS, payroll and scheduling)
- Performance Management of staff
- Employee Relations
- Budget management

### **ABOUT THIS COMMUNITY**

Kirkland Crossings  
700 Quinlan Drive  
Pewaukee, WI 53072

Located near Pewaukee Lake, Kirkland Crossings is situated in a natural prairie setting complete with ponds, prairie meadows and foot trails, providing a calming and inviting work environment.

This community offers the following living options: Village Homes, Independent Living Apartments, Assisted Living Apartments (RCAC), Assisted Living with Memory Care (CBRF)

### **Responsibilities**

The Director of Nursing / Clinical Administrator is responsible for planning, organizing, developing, evaluating and effectively directing the clinical staff and program in order to ensure the delivery of high quality resident care and services consistent with regulations and established clinical best practices. specifically:

- As a member of the site leadership team, participate in the planning and implementation of strategies and programming that assure high quality resident care while achieving short and long-term operational goals for the site.
- Create and maintain an environment that achieves high quality care (physical, mental, emotional, social and spiritual) of residents and maintains their independence and dignity to the highest degree possible within the PHS continuum.
- Establish and maintain effective communication systems with all customers.
- Oversee the implementation of resident care processes: Selection, assessment, planning, implementation, and evaluation of nursing care based upon regulations and established clinical best practices. Participate in resident care processes as needed.

- Oversee and monitor the clinical components of the medical record for completeness and accuracy.
- As a supervisor of a large team, the Clinical Administrator is directly responsible for leading and growing members of the team and should be able to demonstrate experience in this area.

### **Qualifications**

- Registered Nurse with current licensure with the State Board of Nursing in state(s) in which he/she practices.
- Three to five (3 - 5) years leadership experience in nursing.
- Current CPR Certification.
- Demonstrated competencies in health care management and operations, quality management, staff development, resident and family support systems, and community outreach.
- Demonstrated knowledge and experience in gerontological nursing, rehabilitative and restorative clinical practices.
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### **About PHS**

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If you have a desire to honor God by enriching the lives and touching the hearts of older adults, consider answering the call and join our team.

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**EO-PA-529      Nursing Home Administrator / Executive Director**

Markesan Resident Home is recognized as an industry leader in health care and senior services throughout the Green Lake county area. As a not-for-profit providing services to the aging population for over 50 years, MRH has gained the reputation for outstanding quality in resident care. It's services have grown to adapt to the needs of the community with current offerings including skilled nursing, assisted living, memory care, short-term rehab, outpatient rehab, and supportive homecare.

Accountable to the Board of Directors, the Executive Director/ CEO is responsible for the leadership and total operation of Markesan Resident Home. The right candidate will embody and articulate the vision and mission of the organization and will be both entrepreneurial and innovative in developing strategies, resources, and services to ensure its long-term viability.

Bachelor's degree (Master's degree preferred) and a current Wisconsin NHA license is required. Expressions of personal interest and recommendations, held in strict confidence, may be directed to: Carol Hazlewood, CEO Selection Committee, 1130 N. Margaret Street, Markesan, WI 53946 (262-689-6627) or emailed to [idezbinski@mrhome.org](mailto:idezbinski@mrhome.org) Applications will be accepted through September 20<sup>th</sup>.

**EO-PA-530 RN Manager – Milwaukee, WI**

The Milwaukee Catholic Home is a dynamic faith-based continuing care retirement community dedicated to providing exceptional, quality care to our residents. We are seeking an experienced RN Manager to join our skilled nursing team. This position is vacant due to an internal promotion. The Milwaukee Catholic Home has been in operation for over 100 years and is located on Milwaukee's Upper East Side in a recently renovated, state of the art facility with over 117 private, skilled nursing rooms, luxury independent apartments, assisted living apartments and related supportive and management services.

The RN Manager is responsible and accountable to the Director of Nursing for the nursing care of all residents on a rehab unit. The position requires the supervision of licensed nurses and other nursing personnel in the delivery of care and services according to each resident's assessment and care plan. The RN Manager will manage the unit in accordance with the organization's philosophy and objectives, in compliance with standards of professional nursing practice, and with all state laws and regulations.

The position requires an RN Degree and three (3) years' experience in a long-term care or skilled nursing facility required. Supervisory or management experience of at least five years is required. Current RN licensure by the State of Wisconsin is required.

Milwaukee Catholic Home provides a competitive wage, comprehensive insurance packages and covered parking as well as a host of other related employee benefits and development opportunities.

If you have an interest, please provide a resume and cover letter to Milwaukee Catholic Home, Attention: Human Resources Department, 2330 N. Prospect Avenue, Milwaukee, WI 53211 or e-mail [mrusso@milwaukeeecatholichome.org](mailto:mrusso@milwaukeeecatholichome.org).