



Employment Opportunities

EO-94

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To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Position Available:
Director of Nursing/Clinical Administrator – Pewaukee
Chaplin – West Allis

“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-590 Director of Nursing/Clinical Administrator – Pewaukee

- Job ID 14493

- <https://careers-preshomes.icims.com/jobs/14493/director-of-nursing--clinical-administrator---assisted-living-%28a%29/job>
- Category: Nursing Leadership
- Job location: Pewaukee, WI
- Campus: Kirkland Crossings
- Type: Full Time

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 hiring, training, supervision, dept leadership is a plus.
- Systems/Computer high level skills for Day Force (time & attendance, HRIS, payroll and clinical scheduling)
- Performance Management of staff
- Staff Employee Relations
- Budget management/Strategic Planning/Member of Leadership meetings at the site
- Excellent communication skills and service recovery as needed
- PHS promotes work life balance

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 (RCAC)
- Assisted Living Apartments (CBRF)

ABOUT THIS COMMUNITY

Kirkland Crossings
700 Quinlan Drive
Pewaukee, WI 53072

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.

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EO-PA-591 Chaplin – West Allis

Summary

Provide and coordinate religious services and pastoral care for residents, patients, families, and staff of VMP.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Cooperate with entire Pastoral Care staff to provide weekly and special worship services to enhance the spiritual lives and religious faith of the VMP community. Arrange or conduct memorial services and other special services as appropriate. Be available to preach, lead, and officiate sacraments (the latter as applicable to chaplain's denomination and credentials) on Sundays according to a rotation schedule arranged with the Pastoral Care staff.
2. Assist residents, patients, families and staff in coping with terminal illness, dying, and death. Be available for emergency calls at the death of a resident, according to a rotation schedule arranged with the Pastoral Care staff.
3. Engage in pastoral ministry with residents, patients, families, and staff on a regular basis.
4. Provide spiritual and religious support and counseling for residents, patients, family members, and staff as requested.
5. Function as liaison between VMP and the larger interdenominational religious community.
6. Participate in orientation of new employees, in service programs, support groups, and interdisciplinary committees, as requested.

7. Complete Spiritual Assessments on residents and patients in assigned areas and chart significant information gathered in pastoral visits. Complete Care Plans and attend Family Care Conferences and other interdisciplinary team meetings.
8. Participate in professional and community organizations as a means to achieve personal growth, promote a positive image for the organization, and keep informed on the latest pastoral care and health care industry developments.
9. Maintain “on call” responsibilities during normal off-duty hours (i.e. evenings and weekends), according to a rotation schedule arranged with the Pastoral Care staff.
10. Work with Chaplain-Educator to insure a quality CPE program through presentation of didactics, mentoring of students working in the chaplains’ assigned areas, and evaluation processes.
11. Work collaboratively with other members of the interdisciplinary team to ensure high quality of resident care.
12. Plan and present programs in the community in order to extend the ministry of VMP “beyond its walls”.
13. Demonstrate knowledge and skills necessary to provide pastoral care specific to the age of the resident/patient.
14. Demonstrate preaching and public speaking abilities, as well as teaching and small-group leadership abilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor’s degree and Master of Divinity degree or the equivalent, from an accredited college and seminary. At least 4 units of clinical pastoral education (CPE). At least 3 years of ministerial experience, which includes working with the elderly.

Evidence of continuing education to update skills and knowledge in pastoral theology, spirituality, worship, pastoral counseling, gerontology, medical ethics and related areas of ministry.

Certificates, Licenses, Registrations

Certification with the Association of Clinical Pastoral Education (ACPE), National Association of Catholic Chaplains (NACC), or Association of Professional Chaplains (APC), or working toward said certification, endorsement or ordination from faith tradition.

Other Qualifications

1. Understanding of and ability to abide by the Spiritual Care Collaborative Common Standards for Professional Chaplaincy.

2. Sensitivity to people of diverse denominational backgrounds and varying states of physical, psychological and emotional functioning, especially those related to the aging process.
3. Ability to work collaboratively with residents, patients, families, staff, other clergy, volunteers and the general public.
4. Oral and written communication skills necessary to relate effectively with individuals and groups in VMP and from the community.
5. Experience in ministry to the aging, preferably within a long-term care setting.
6. Maintenance of confidentiality of all resident records and communications within VMP.
7. Regularly exercises independent judgment and uses supervision appropriately.
8. Ability to safely perform all essential job functions without causing harm to self or to others, with or without reasonable accommodations.

VMP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.