

# Employment Opportunities

EO-227

November 2, 2021

“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. Additionally, 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 typically included in our bi-weekly *e-News* newsletter. However, due to all the rapid changes with COVID-19, LeadingAge Wisconsin staff has temporarily discontinued sending issues of *e-News*, but instead are sending COVID-19 Updates on a daily basis. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

[www.leadingagewi.org/services-education/employment-opportunities](http://www.leadingagewi.org/services-education/employment-opportunities).

## **EO-787      Facility Director/Administrator – Chippewa Falls, WI**

Dove Healthcare - Rutledge Home Assisted Living, a 43-apartment community based residential facility, has an exciting opportunity for a full-time director to partner with and lead our experienced, compassionate team. You will be responsible for day-to-day operations, including overseeing resident care and services, maintaining regulatory compliance, and supervising employees.

### **As the director, you will:**

- tour perspective families and/or residents and respond to any family and/or resident concerns
- conduct pre-admission assessments and coordinate admission paperwork
- Schedule and conduct interviews, evaluations, reviews, and other employee meetings
- round daily and ensure compliance with all federal and state regulations
- pick up shifts when necessary and assist with on-call rotation
- schedule classes and prepare/coordinate employee meetings
- maintain employee schedules, attendance, and payroll records
- participate in recruitment and retention activities

### **Required Skills:**

*Expanding the world of possibilities for aging.*

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204 South Hamilton Street | Madison, WI

- established ability to manage people and processes
- knowledge of State and Federal regulations
- effective problem solving and communication skills and a passion to work as part of an interdisciplinary team
- excellent customer service and communication skills
- ability to multi-task and perform in an environment with interruptions, multiple responsibilities, and deadlines

**Required Qualifications:**

- previous nursing home or assisted living administrator/director experience

**Comprehensive Benefit Package:**

- health insurance and life insurance options (*full-time only*)
- dental, vision, and supplemental insurance
- health savings account (HSA) **WITH** employer contribution (*full-time only*)
- medical and dependent care flexible spending accounts (*full-time only*)
- 401k retirement plan with company match
- **Your benefits that start on the date of hire:**
  - paid time off accrual and bereavement pay
  - child care and tuition reimbursement
  - health club, weight loss, or gym membership reimbursement
  - scholarship and award opportunities
  - employee assistance and referral bonus program

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or Veteran status.

**About Dove Healthcare**

Dove Healthcare consists of six skilled nursing and rehabilitation centers and five assisted living residences in Barron, Bloomer, Chippewa Falls, Eau Claire, Osseo, and Rice Lake.

Our core services include in-patient and out-patient rehabilitation, post-hospital care, ventilator care, dialysis, skilled nursing, long-term and end-of-life care, as well as senior independent living, assisted living, and memory care.

As an innovative healthcare provider and community partner, we provide compassionate care and service to meet the needs of those who depend on us. We commit to excellence through adherence to high standards, disciplined leadership, and mutual respect for all.

**Dove Healthcare - Rutledge Home  
Assisted Living & Memory Care  
300 Bridgewater Ave.  
Chippewa Falls, WI 54729**

Interested applicants can apply online at: <https://dovehealthcare.isolvedhire.com/jobs/455687.html>.