

## Employment Opportunities

EO-229

November 8, 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-789      Assisted Living Director – Hudson, WI**

Pine Ridge and Pine Ridge Gardens is a 40 bed CBRF located in Hudson, just a short distance from the beautiful St. Croix River. We are searching for a full-time director for our CBRF due to our current director’s retirement after 28 years. The director is responsible for creating and maintaining high standards of customer satisfaction, staff interactions and resident care in the Pine Ridge Assisted Living facility. This role oversees daily operations of the Assisted Living and Memory Care Facilities

#### Job Duties:

- Work with HR on recruiting and hiring new employees.
- Manage the facility wait list and coordinate and complete pre-admission/admission process.
- Schedule ongoing in-services and training for staff, including all CBRF required trainings.
- Develop and implement or update policies as needed.

- Assist with covering open shifts when necessary.
- Plan and schedule activities for the assisted living and memory care.

Required Skills:

- Knowledge of State and Federal regulations
- Excellent communication and customer service skills when interacting with staff, residents, and family members.
- Experience working with residents with Alzheimer's and other forms of dementia.
- Experience in developing detailed and appropriate resident assessments and ISPs.
- Ability to creatively problem-solve in both resident care and employee management situations.

Required Qualifications:

- Licensed CBRF Administrator or Associates degree or high in a health-related field
- Minimum of 2 years' experience in a managerial or supervisory role in an assisted living setting
- Preferred CBRF Managers Certificate if not licensed CBRF Administrator.

For additional information about Christian Community Homes and Services, please [click here](#).

If interested in this position, please complete [online application here](#).

## **EO-790          Finance Director – Hudson, WI**

Christian Community Homes and Services is a senior living organization with two beautiful locations along the St. Croix River. One of our locations in Hudson, WI and the other in Osceola, WI. We pride ourselves in the exceptional care and services offered to our residents, employees, and families.

CCHS is looking for a Director of Finance to join our senior management team.

This position is a full time, exempt leadership role reporting to the Chief Executive Officer.

As the **Director of Finance**, you will be responsible for providing overall leadership and management of the Business Office and the financial operations at our organization. These responsibilities include participating in strategic planning and overall operational management of the organization, directing the accounting functions relating to the long-term care industry, and accurately processing internal financial statements and year end statements to the Board of Directors and senior management team.

### **Qualifications**

- Four-year Accounting degree, with a minimum of five to seven years' experience in supervisory and management administration of an accounting office/related field
- Accounting understanding of the audit and reimbursement process as it relates to nursing home facilities
- The candidate must possess strong communication skills necessary to maintain good working relationships with residents, families, co-workers, business vendors, and staff
- Ability to work with accuracy in meeting strict deadlines, and create and maintain an efficient work environment
- Basic understanding of Medicaid and Medicare billing and reimbursement system
- Ability to learn computer systems and integration of the system into the general ledger

For additional information about Christian Community Homes and Services, please [click here](#).

If interested in this position, please complete [online application here](#).