

## Employment Opportunities

EO-230

November 10, 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).

### Positions Listed:

- Nursing Home Administrator – Elmwood, WI
- HIM (Health Information Management) Coordinator – Juneau, WI

### EO-791      Nursing Home Administrator – Elmwood, WI

Grace Lutheran Communities, a well-known and highly respected eldercare services company is seeking a skilled, highly principled and caring Nursing Home Administrator for one of its managed partners.

Since 1973, Heritage of Elmwood, has been caring for friends, neighbors, and families with high-quality services. As a non-profit, municipally owned skilled nursing facility it is licensed for 34 residents and is physically attached to the local Mayo Clinic Health System Clinic.

### Requirements:

Successful completion of a bachelor’s degree program in health care administration, business administration, or other fields related to the nursing home industry. Must be currently licensed or able to be licensed immediately as a Nursing Home Administrator in the State of Wisconsin

For more information contact:  
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**Or to apply directly use this link:**

**[https://gracelutheranfound.hcshiring.com/jobs/58jM4fz8VkeWXU214o\\_CuA?preview=true](https://gracelutheranfound.hcshiring.com/jobs/58jM4fz8VkeWXU214o_CuA?preview=true)**

**Or Scan this QR Code:**



**EO-792      HIM (Health Information Management) Coordinator – Juneau, WI**

**Title: HIM (Health Information Management) Coordinator**

**Status: Full-Time; Non Exempt**

**Working Hours: 7:30AM– 4:00PM; Monday-Friday**

**Starting Wage Range \$21.61 - \$29.17**

#### **POSITION SUMMARY**

This position is responsible for maintaining accurate and complete resident information records and ensures all processes are compliant with privacy practices and requirements set forth under State and Federal law.

#### **ESSENTIAL FUNCTIONS**

1. Maintains records for all residents in an organized manner.
2. Upholds the confidentiality of the resident records to protect the sensitive information contained within.
3. Manages and retrieves resident records and release to authorized personnel only.
4. Reviews resident medical information and assigns appropriate codes for clinical, indexing, and billing purposes.
5. Reviews resident clinical records to verify established core data record set contains, at minimum, resident identifiable information, demographic information, diagnosis, treatment, and results of treatment.

6. Communicates with County IT Department to resolve electronic charting system and issues/updates.
7. Provides education and access to team members on the electronic charting system upon hire and as needed.
8. Audits medical records for new admissions and maintains the clinical record throughout the resident's entire stay.
9. Coordinates the Quality Assurance/Quality Improvement program, assuring compliance with relative state and federal regulations.
10. Audits records for omissions/discrepancies and provides results to the Director of Nursing.
11. Performs help desk for the Department to troubleshoots problems of end users with applications, procedures, software, and hardware, and phones.
12. Serves as liaison to the County IT Department for elevated IT solutions.
13. Other duties as assigned.

### **REQUIRED JOB COMPETENCIES**

- Knowledge of regulatory and compliance practices, specific to State and Federal requirements, related to health information.
- Knowledge of privacy and security regulations related to confidentiality, access, and release of information practices.
- Knowledge of International Classification of Diseases (ICD-10) coding processes.
- Must be able to exhibit a warm, cheerful, caring manner.
- Must be able to safely perform the essential job functions.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to maintain accurate and legible notes.
- Ability to read and accurately interpret statutory language regarding administrative details of the legal process.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.

- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- High School Diploma/equivalent with two (2) years previous experience in medical/insurance billing. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

#### **OTHER REQUIREMENTS**

- Accredited Records Technician (ART).
- Must successfully pass caregiver and criminal background check.
- Must possess or obtain CPR/First Aid certification upon hire.
- Must possess or obtain feeding certification upon hire.'

Benefits: Health Insurance with an H.S.A., Dental, Vision and Long Term Disability Insurance, WRS Retirement, Deferred Compensation, Flex Spending, Paid Time Off, Employee Assistance Program.

Interested in this position? Please apply at: [www.co.dodge.wi.gov](http://www.co.dodge.wi.gov) (Go to the Careers Tab and Job opportunities). You can also email resumes directly to Wendy Gubin at: [wgubin@co.dodge.wi.us](mailto:wgubin@co.dodge.wi.us).