

Employment Opportunities

EO-231

November 15, 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.

EO-793 Clinical Administrator – Waukesha, WI

Are you a passionate clinical leader and want to join a team that operates with integrity and stewardship? Would you like to join an organization that utilizes strengths and promotes from within? If so, Presbyterian Homes & Services (PHS) is seeking a strong clinical leader to join their Avalon Square campus, a beautiful, serene campus that offers a unique vision redefining senior living. Located in the community of Waukesha, WI, Avalon Square offers independent living, assisted living, and memory care services to its residents while offering beautiful surroundings and a vibrant, family-like environment. This is an excellent opportunity to join an organization that offers strong support, excellent training, and a robust pipeline of talent to achieve success and service excellence.

Since its beginnings in 1946, PHS is one of the largest leading non-profit senior living providers in the country. With over 7,000 employees and 50 senior living communities in Wisconsin, Minnesota, and Iowa, PHS serves over 27,000 adults throughout the continuum of care. Christian Ministry is at the heart of PHS and forms the cornerstone of the organization’s identity. Their mission is to honor God by enriching the lives and touching the hearts of older adults. The new Clinical Administrator’s purpose is to “create smiles in the

eyes of people we serve” by fulfilling Presbyterian Homes’ mission, purpose, motto, commitment to service, promise, and practices.

Position Summary:

- The Clinical Administrator is responsible for planning, organizing, developing, evaluating, and effectively directing the clinical staff and program to ensure the delivery of high-quality resident care and services consistent with regulations and established clinical best practices.
- The Clinical Administrator has responsibility as a member of the site leadership team to participate in the planning and implementation of strategies and programming that assure high-quality resident care while achieving short and long-term operational goals and objectives for the site.
- Reporting to the Site Leader, the Clinical Administrator 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 oversees the use of contracted services for clinical care.

Key Result Areas:

1. Resident Living

Create and maintain an environment that achieves high-quality care (physical, mental, emotional, social and spiritual) of residents and maintain their independence and dignity to the highest degree possible within the PHS continuum. Establish and maintain effective communication systems with all customers.

2. Clinical Management

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.

3. Relationships with Outside Constituencies

Promote a spirit of cooperation with all regulatory organizations managing with an expectation of appropriate compliance and corrective measures. Coordinate clinical services with other health professionals inside and outside PHS. Establish and maintain effective working relationships with outside agencies and organizations to establish effective benchmarking opportunities and clinical best practices, market site services, to realize efficient and timely resident placement, to participate with the various community constituencies to achieve mutually beneficial results.

4. Employee Environment

Create and maintain a work environment for employees that is conducive to high productivity and morale. Establish and maintain effective communication systems with employees. Provide ongoing employee

educational and development opportunities which meet regulatory requirements and opportunities for growth.

5. Team Management

Develop and lead an effective clinical team that achieves desired outcomes at the individual team member level as well as at the collective function level.

6. Management Participation

Represent the needs of the clinical function to site processes and corporate functional work group. Effectively collaborate with corporate functions to achieve clinical goals at the site and organizational level.

7. Employee Performance Management

Establish and actively manage an effective performance management process (recruitment, selection, orientation, supervision, evaluation, and termination) for direct staff members that achieves desired outcomes and encourages individual development. Ensure an effective performance management system is in place for all clinical staff.

8. Operational Management

Participate in the development of clinical policies, procedures and practices that are consistent with regulations and established clinical best practices. Use the quality management process to meet the needs of residents, staff, and overall clinical operations. Develop and maintain monitoring systems and processes for clinical care and records to ensure compliance with regulations and established clinical best practices. Apply the knowledge and skills needed for the position including technical competence in the clinical field. Use discretion and independent judgment to compare and evaluate possible courses of action and decision-making. Maintain knowledge of organization and industry policies and practices.

9. Financial Management

Develop, implement, and maintain annual budget for clinical care. Manage resource allocations to achieve or exceed operational goals. Oversee the Medicare, managed care and other third-party payor programs and processes; Ensure optimal census, service and payor mix to achieve operational goals. Provide adequate staffing model that meets resident care needs and financial goals. Demonstrate good stewardship of available resources.

10. Ministry Focus

Support the integration of Christian Culture in clinical operations; reinforce the Christian heritage and culture through communication and education systems; support the work of on-site chaplains and spiritual program; recognize the importance of spiritual matters to residents and employees.

Qualification Summary:

- Registered nurse with current Wisconsin licensure with the State Board of Nursing.
- Three to five (3-5) years of leadership experience in nursing.
- 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, skilled nursing regulations, and rehabilitative and restorative clinical practices.
- Demonstrated compatibility with PHS's mission and operating philosophies.

We welcome your confidential expressions of personal interest and nominations of qualified colleagues. Inquiries and questions regarding this search may be directed to Lee Hanna at 740-602-8712.