

# Employment Opportunities

EO-233

November 18, 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 Available:

- Health Services Nursing Coordinator – Wisconsin
- Van Driver/Admin Support ADRC (Part-time) – Sauk County, Wisconsin

## EO-795      Health Services Nursing Coordinator – Wisconsin

This position provides leadership to the Wisconsin Department of Veterans Affairs’ Veterans Homes Division regarding all aspects of quality management including establishing a systematic approach for program implementation and evaluation, setting clinical priorities, providing education, mentoring leadership, monitoring progress, and evaluating clinical services. The position acts in collaboration with the Homes Division Administrator (DA) regarding oversight of all Wisconsin Veterans Homes (WVH) by setting the strategic health care initiatives, setting division-level clinical education plan, ensuring compliance with regulatory bodies, and offering recommendations to the Homes DA and WVH Commandants regarding clinical care delivery.

## **Goals and Worker Activities**

### **40% A. Establishment and Following of a Systematic Approach to Quality Clinical Management and Performance Improvement throughout the Division**

- A1. Design, develop and implement an organizational structure for quality management and performance improvement within clinical areas, incorporating the work of staff, industry standards and available resources.
- A2. Provide overall coordination for state and federal Veterans Administration (VA) survey processes by ensuring WVH are clinically survey ready and have resources available to successfully pass.
- A3. Foster communication and resource sharing.
- A4. Collaborate with Homes DA to create a system to define key quality measures, analyze and interpret trends, and communicate results.
- A5. Provide consistent and valid quality data on a quarterly basis for review by the Homes DA and senior management team.
- A6. Facilitate efforts to evaluate and improve the quality-of-service structure, processes, and outcomes.
- A7. Align policies and procedures so that they support consistent quality outcomes.
- A8. Serve as a liaison between the Quality Leadership Committee and facility staff regarding quality assurance initiatives.
- A9. Lead and participate in Division clinical care committees such as Infection Control, Pharmacy Operations, Antipsychotic Reduction, Quality Assurance-Performance Improvement, and others as needed.

### **25% B. Direction and Mentoring of Staff Assigned Responsibility for Quality Management, Infection Control, and Utilization Management Functions within each Home**

- B1. Establish Division clinical policies, procedures, and standard methods for delivering care throughout all Homes.
- B2. Facilitate work processes with staff regarding quality and clinical care initiatives and provide direction as requested.
- B3. Provide education opportunities and mentor staff in the concepts and methods of quality management, infection control, and utilization management.
- B4. In collaboration with the Homes DA, identify and mitigate Division clinical risk as it relates to clinical care delivered to veterans/residents.
- B5. Identify and implement industry standards and innovative clinical care programs that benefit the quality clinical care delivered in each Home.

### **20% C. Leadership for Resident Safety Initiatives, Risk Management, Employee and Clinical Care and Services Delivered**

- C1. Facilitate the establishment of an annual clinical quality plan, identifying project teams for performance improvement and teaching staff to identify the potential safety and legal risks.
- C2. Facilitate data collection and analysis of the WVH scorecard and dashboard for quality management.
- C3. Participate in community collaborations related to resident safety, care and services.
- C4. Ensure compliance with all clinical policies and procedures.
- C5. Monitor Division safety reports that involve residents and ensure action items are followed through and later evaluated.
- C6. Ensure reporting of all adverse health events to the Wisconsin Department of Health and federal Department of Veterans Affairs as required by law.

C7. Act as a subject matter expert to the clinical team in completing the root cause analysis of adverse health events and following through with action plan.

**15% D. Communication with Staff and Stakeholders**

- D1. Foster, promote, and practice effective communication, active listening, and understanding.
- D2. Establish and disseminate information and reporting requirements to necessary personnel.
- D3. Contribute to a positive work environment.
- D4. Ensure nurses have knowledge and demonstrate critical thinking, use of the nursing process, care coordination, patient education, and health promotion and evaluation.
- D5. Compose clear, potentially complex reports for review by other staff.

**Special Requirement**

The incumbent must be licensed and in good standing with the Wisconsin Board of Nursing.

**Knowledge, Skills and Abilities**

- 1. Extensive knowledge of long-term care industry standards
- 2. Extensive knowledge of the laws, rules and regulations governing operations of a skilled nursing facility, adult day health care program, and board and care
- 3. Leadership skill in delivering health care programs for enhanced quality outcomes
- 4. Skill in planning, organization and setting priorities
- 5. Education-based knowledge of quality programs and evidence-based quality tools
- 6. Knowledge of principles and methods of continuous quality improvement and risk management
- 7. Ability to analyze and interpret data and implement theoretical concepts
- 8. Knowledge of principles and practices of health care administration, technology options in long-term care, and health care delivery systems
- 9. Skill in verbal and written communication and human relations
- 10. Knowledge of the special clinical care needs of the veterans' community
- 11. Extensive knowledge of patient confidentiality requirements
- 12. Knowledge of adult education principles and applications as a trainer

Interested applicants can access the job posting by visiting [Wisc.Jobs](#) and search for the job announcement by job title, location, or keyword (**Job ID #3792**).

**EO-796          Van Driver/Admin Support ADRC (Part-time) – Sauk County, Wisconsin**

Sauk County is seeking an individual to perform reception and secretarial tasks for the Sauk County Aging and Disability Resource Center and to transport passengers and assist with scheduling of passengers for the transportation program and provide clerical support for the transportation program.

**Required:**                      High School diploma or equivalent  
   1 year of administrative or office experience

**Licenses/Certifications:** Valid Wisconsin State Motor Vehicle Operator's License

**Preferred:** 2 years of experience with interacting with adults age 60 or older, and/or adults with disabilities

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

Hiring rate: \$16.86 per hour

E.O.E.

Applications and information are available on-line, visit Sauk County website at: [www.co.sauk.wi.us](http://www.co.sauk.wi.us) or call 608-355-3269.