

Employment Opportunities

EO-394

September 28, 2023

“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.

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-985 Assistant Director of Nursing – Union Grove, Wisconsin

Acting as the Assistant Director of Nursing (ADON), under the general supervision of the DON, this Nursing Supervisor position assists with the management and direction of nursing services provided at the Wisconsin Veterans Home in Union Grove (WVHUG). As a member of the management team, the incumbent assists with developing, implementing, monitoring, and evaluating nursing care programs, policies, and procedures; monitoring the nursing services operating budget; and coordinating nursing care with other institutional services to ensure quality member care 24-hours-a-day, 7 days-a-week. The position supervises assigned staff; oversees direct and indirect patient care; ensures appropriate staffing; and assesses and ensures program compliance with state, federal and Veterans Administration (VA) regulations, as well as the mission, philosophy, policies, and procedures of the Wisconsin Department of Veterans Affairs (WDVA), WVHUG, and the nursing services unit. The ADON serves in a leadership role by setting a positive example and mentoring nursing staff.

Time% Goals and Worker Activities

45% A. Collaboration with the DON for the Direction of Nursing Services

- A1. Plan, organize and direct the provision of nursing services.
- A2. Collaborate on the development, implementation, evaluation, and modification of a staffing plan.
- A3. Work with the Staff Development unit and interdisciplinary team to provide staff training, orientation, and clinical practice areas for students and new employees.
- A4. Perform nursing rounds to conduct member visits and conferences, initiate contact with employees, and attend physician conferences.
- A5. Coordinate admissions, transfers, and discharges to nursing care buildings.

- A6. Assist members and/or staff to identify and define problems, remove barriers to problem resolution, communicate, educate each other, develop possible interventions, implement change; and evaluate and share outcomes with others in the facility.
- A7. Review, track and follow up on all discrepancies with the narcotic counts and medication error reports and, in collaboration with the DON.
- A8. Review, track and follow up on all incident/accident/infection reports, providing feedback to the DON and Infection Control Preventionist and a monthly report to the Nursing Quality Assurance Committee.
- A9. Review the 24-hour report from all units, working with the DON for any needed action.
- A10. Ensure equipment is inventoried and physically maintained according to all regulations, policies, procedures, and manufacturers' instructions.
- A11. Monitor the inventory of medical supplies and equipment on each nursing unit.
- A12. Work with the DON to coordinate member care provided by all disciplines, including responding to issues with compliance with state and federal regulations.
- A13. Coordinate interdisciplinary meetings in compliance with state and federal regulations
- A14. Monitor facility conditions to ensure compliance with health and safety codes and an aesthetically pleasing environment for members and staff.
- A15. Follow up on member and/or family member formal complaints and report results to DON.
- A16. Work with the DON and the Central Scheduling Supervisor to ensure creation of complete, accurate schedules for all nursing staff.
- A17. Monitor state registries for licensed and unlicensed staff to ensure that certification and licensure are current.

30% B. Supervision of Assigned Staff

- B1. Participate in the job definition, assessment, interview, and selection process, ensuring fairness and equal opportunity for all applicants.
- B2. Work with the DON to assign work to employees; establish performance standards; review and evaluate employee performance; and counsel and/or coach staff members regarding improvement of work performance as necessary.
- B3. Work with the DON and the shift Nursing Supervisor to conduct staff meetings and/or conferences on all shifts, to provide an opportunity for staff to participate in decision making and problem solving.
- B4. Conduct investigations of potential work rule violations or reported concerns, in collaboration with the DON, shift Nursing Supervisors, and Human Resources staff.
- B5. Participate in disciplinary actions, including making recommendations for discipline to the Human Resources Manager/designee.
- B6. In collaboration with the DON, hear and recommend disposition of employee grievances and informal employee complaints.

- B7. Provide testimony at Worker's Compensation and arbitration hearings as required.
- B8. Provide information and direction to supervised employees to ensure support of and active participation in WDVA's Affirmative Action/Civil Rights Compliance (AA/CRC) plans.
- B9. Function as the DON and/or weekend/holiday Nursing Supervisor as needed.

20% C. Participation on Management Team

- C1. Attend, participate in, and/or chair nursing or supervisory meetings/committees and attend other meetings/committees as assigned.
- C2. Participate in decisions regarding allocations of budgeted funds.
- C3. Work with the DON to monitor requests and justifications for nursing services operational budget and variances.
- C4. Work with the Quality Assurance/Process Improvement Committee to develop, implement, analyze, and summarize quality assurance studies.
- C5. Collaborate with the DON on the development and implementation of policies and procedures.
- C6. Assist in providing training and education for staff on new or revised policy and procedure.
- C7. Guide facility staff through annual surveys and other visits by regulatory agencies.
- C8. Respond to compliance issues with state and federal regulations.
- C9. Collaborate with staff and implement plans of correction as needed.
- C10. As delegated, conduct audits and reviews of services provided by assigned areas.
- C11. Promote positive public relations in the community as a representative of WVHUG and participate in job fairs and other community events as appropriate.

5% D. Performance of Other Duties as Assigned

- D1. Attend continuing education, seminars, or formal education to promote professional growth.
- D2. Participate with colleagues in identifying and/or resolving ethical issues.
- D3. Complete other tasks as assigned.

Knowledge, Skills and Abilities

- 1. Knowledge of general and geriatric nursing theory, standards, principles, and practices
- 2. Knowledge of safety and infection control principles and practices
- 3. Knowledge of the State Nurse Practice Act
- 4. Knowledge of relevant theories from nursing and other disciplines related to planning patient care
- 5. Ability to articulate the rationale for nursing actions in providing professional nursing care
- 6. Ability to use a variety of theoretical perspectives in providing professional nursing care
- 7. Knowledge of the principles and practices of nursing administration
- 8. Knowledge of personnel management and supervisory principles and practices
- 9. Skill in organization

10. Ability to implement short- and long-range staffing plans
11. Skill in assigning, prioritizing, and evaluating the work of employees
12. Knowledge of State of Wisconsin human resources policies and procedures
13. Knowledge of WDVA's Equal Employment Opportunity/AA/CRC initiatives and requirements
14. Knowledge of state and federal statutes and codes and VA rules and regulations which govern skilled nursing facilities and nursing homes
15. Knowledge of counseling, interviewing, and investigative techniques
16. Knowledge of laws and standards for patient rights and privacy, including the Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI) safeguards
17. Skill in physical assessment and nursing diagnosis
18. Knowledge of current and emerging nursing treatment modalities
19. Skill in use of computers, including Microsoft Office Suite or similar applications and electronic medical record systems
20. Skill in verbal, written and interpersonal communication
21. Skill in problem solving and conflict resolution
22. Knowledge of employee relations principles and practices
23. Knowledge of budget evaluation and monitoring principles and practices
24. Knowledge of Quality Assurance/Performance Improvement principles and practices in healthcare
25. Ability to interpret, apply, develop, and evaluate policies and procedures
26. Ability to discern emergency situations and follow appropriate member assistance protocols
27. Knowledge of Minimum Data Set, Medicaid, and Medicare reporting requirements
28. Knowledge of state and federal survey processes
29. Ability to analyze and interpret data
30. Knowledge of medical recordkeeping principles and practices
31. Knowledge of the best clinical and administrative practices in skilled nursing, long-term care and multi-disciplinary care
32. Ability to create and maintain accurate records, including patient charting
33. Ability to build multidisciplinary teams
34. Ability to establish and maintain working relationships
35. Ability to work independently

Special Requirement

- licensure as a Registered Nurse in the State of Wisconsin or Nurse Licensure Compact state
- working weekends and holidays on a rotating basis, adjusting work hours and working overtime as needed to meet WWHUG operational needs

Environmental Conditions

Conditions are those normally found in a long-term health care facility and include exposure to:

- blood/body fluids as required for invasive procedures and treatments; and
- microbial bacteria and other infectious agents inherent to care of ill residents; and
- chemical compounds of medication and treatments; and
- hazardous chemicals such as disinfectants, cleansers, soap, etc.; and
- latex, Tyvek, plastic, and other materials used in personal protective equipment; and
- high or low humidity and airborne pollutants due to members' option to control their environment

Applicants who are not State employees can access the announcement at: [Assistant Director of Nursing, Union Grove Veterans Home - Job ID 11715](#) or by visiting [Wisc.Jobs](#) and searching by job title, location, or keyword (e.g., Job ID 11715).