

Employment Opportunities

EO-422

March 6, 2024

“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-1013 Executive Director – Madison, Wisconsin

The Campus Executive Director (ED) is responsible for carrying out the mission, vision, and values of Oakwood Village. The ED is responsible for implementing an operational plan developed to meet the strategic objectives as promulgated by the Oakwood Board of Directors. This position oversees, directs and manages all elements of the care continuum and provides administrative and operational leadership for the campus. The Campus Executive Director develops and leads an interdisciplinary team representing service areas and levels of care to execute the programs and services of the campus based on the approved operational plans and policies of the governing authorities.

This position reports to the Chief Nursing Officer.

CORE VALUES

Fully embraces a culture of hospitality and teamwork by living the Oakwood Core Values:

- **Compassion:** We care deeply about the people we serve and the people we work with on a daily basis. We work together to help one another.
- **Faith:** We have a commitment to remain true to the vision and mission of Oakwood.
- **Inclusion:** We include everyone. We welcome opinions and strive to consider different perspectives to create fair, welcoming, and accessible experiences for all.
- **Integrity:** We work to be transparent and fair. We act with honor and respect for our residents, their families, and our co-workers.
- **Dedication:** We care about the people we serve and work with on a daily basis. We are dedicated to providing superior service to one another and our community.

ESSENTIAL RESPONSIBILITIES (including but not limited to)

- Assume campus wide responsibilities as Executive Director, including the administrative authority, responsibility, and accountability of directing activities and programs. Oversees the planning, development, organization, implementation and evaluation of the activities and programs.
- In addition to campus-wide responsibilities, the position also serves as the licensed Nursing Home Administrator for the Skilled Nursing Facility.
- Cooperates with co-workers and establishes good working relationships with all service lines and departments. Practices team building and promotes good employee relationships in each department and inter-departmentally.
- Responsible for maintaining an effective dialogue and process for resident's involvement and input in all matters relating to resident care and life.
- Responsible for the general leadership of the campus which empowers staff to be creative, to offer input into the decision-making process and to develop as an accountable member of the Oakwood team.
- Responsible for the provision of quality services for the residents/families. Ensures prompt resolution of concerns that will result in resident/family satisfaction. Reviews services provided in view of market needs and future opportunities.
- Responsible for the financial results of all the care programs of the campus, including performance against budget, payroll costs, and capital expenditures. With appropriate input from others in an inclusive manner, develops long term operational plans, annual business plans, goals, objectives, and operating and capital budgets for the campus.
- Collaborates with Human Resources in the recruitment of excellent team members and works to ensure they are appropriately oriented, trained, supported, and retained. Promotes the development and advancement of team members. Assists in evaluating operating procedures, job descriptions, performance evaluations, grievance processes, team member communications, supervisory training, etc. Recommends and supports changes in standard operating procedures or policies, when necessary.
- Along with the other campus Executive Director, is responsible for integrated systems and controls across both campuses to achieve scale-efficiencies and uniform quality of care.
- Plans, organizes, directs, evaluates, and modifies departmental performance in assigned areas of responsibility in furtherance of campus goals and objectives.
- Through consolidation and efficiencies, improve operational margins and bring about an immediate financial impact; that is, achieve or exceed profitability forecasts while maintaining a high quality of resident care and staff retention. Identify revenue opportunities and focus on expanding the "top line" while controlling expenses and improving "bottom line" performance.
- Work with appropriate team members in developing sound programs and efficient staffing plans.
- Responsible for monitoring and recommending action on long term care industry trends.

- Responsible for compliance with regulatory agencies and codes pertaining to the operation of the Continuing Care Retirement Community (CCRC) (i.e., Department of Insurance Chapter 647) including nursing home (i.e., HSS 132 & CMS SOM Appendix PP), assisted living (i.e., HSS 83), the Residential Care Apartment Complex (RCAC)(i.e., HSS 89), and HUD (Housing & Urban Development). Promptly corrects unsatisfactory conditions that may arise in any phase of the operations.
- Maintains a good public relations program that serves the best interests of the facility and community alike. Represents the facility and participates in top-level meetings. Represents the facility in dealings with outside agencies, including governmental agencies and third-party payers, and Oakwood Village member congregations, or provides an authorized representative of the facility when unable to attend such meetings.

ESSENTIAL QUALIFICATIONS

- Demonstrated experience and success managing operations in a healthcare and/or long-term care setting including, but not limited to, program development, team building, strategic planning, budgetary oversight, organizational development, and public relations.
- Excellent skills in change management with the proven ability to employ a transparent, collaborative, and consensus-building approach that encourages resident and staff feedback prior to implementation of new initiatives or program changes.
- Proven ability to lead a team of high performing department heads and to collaborate, engage, and work effectively with staff, colleagues, and members of the community.
- Working knowledge of senior living community development as well as state and federal laws and regulations applicable to the senior living industry.

EXPERIENCE, EDUCATION, AND/OR TRAINING

- Successful completion of a bachelor’s degree program in business administration or other fields related to the health care industry, and at least five years of senior level administrative experience in a long-term care setting. Master’s Degree preferred.
- Current, unencumbered Wisconsin Nursing Home Administrators License or meet the licensure requirements of the State of Wisconsin.
- Successful completion of state approved Bureau of Assisted Living Administrator course or similar education/experience.

PHYSICAL/ENVIRONMENTAL/MENTAL REQUIREMENTS

Activity (hours per day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Sitting			X	
Standing		X		
Walking		X		
Bending/Kneeling	X			
Reaching above the shoulders		X		
Push/pull/lift up to 25 pounds		X		
Push/pull/lift 26 - 50 pounds		X		
Push/pull/lift 51+ pounds		X		

Environmental Conditions	Never	Occasionally	Frequently	Constantly
Low Temperatures	X			
High Temperatures	X			
Outdoor elements such as precipitation and wind	X			
Noisy environments		X		
Hazardous conditions		X		
Poor ventilation	X			
Small and/or enclosed spaces	X			
No adverse environmental conditions expected				X

Mental requirements:

Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to complete tasks in situations that have a speed or productivity quota.

Oakwood Village will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual’s physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Oakwood Village’s business operations.

To learn more and apply, please go to: <https://www.oakwoodvillage.net/careers>