

Employment Opportunities

EO-454

July 9, 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 *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1045 Assisted Director of Nursing – Union Grove, Wisconsin

The **Wisconsin Veterans Home in Union Grove** (WVHUG) is seeking two Nursing Supervisors, to serve as **Assistant Directors of Nursing** and collaborate with the Director of Nursing Services on the oversight of care provided to residents. The Home is a 24/7/365 skilled nursing, long-term care facility that specializes in providing comfort, support, and professional healthcare services to elderly or disabled veterans and their spouses. The facility is in Racine County, a short drive from Milwaukee, Racine, Kenosha, and other key locations in southeastern Wisconsin. Come join our dedicated team!

WDVA employees have access to an excellent comprehensive **benefit and compensation package** that includes:

- ü **Substantial leave time** including 9 paid holidays and ample accrued sick time that rolls over each year
- ü **Excellent and affordable health, vision, and dental benefits**
- ü An exceptional pension plan with employer match and lifetime retirement payment, plus an optional tax advantaged 457 retirement savings plan

WDVA employees may also be eligible for **Public Service Loan Forgiveness**. To learn more about the complete compensation package, please visit the **Total Rewards Calculator!**

This agency is committed to serving Wisconsin's veteran population. Our rewarding positions offer the satisfaction of serving those who have served us all.

The state of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.

Position Summary

Acting as the ADON, this position assists with management and direction of nursing services at WVHUG. As part of the management team, the incumbent assists with developing, implementing, monitoring, and evaluating nursing care programs, policies, and procedures; monitoring the nursing services' operating

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budget; and coordinating nursing care with other institutional services. The position supervises staff; oversees patient care; ensures appropriate staffing; and assesses and ensures program compliance with state, federal and VA regulations, as well as the mission, philosophy, policies, and procedures of WDVA, WVHUG, and the nursing services unit. The ADON leads by setting a positive example and mentoring staff. Our ADONs adjust their work schedule to meet facility needs and alternate on-call responsibilities with the DON. To view a copy of the full job description, [click here](#).

Salary Information

- The starting annual salary will be between \$112,320 and \$119,770 per year, depending on candidate qualifications, plus an attractive employee benefits package.
- Nursing Supervisor is in pay schedule-pay range 50-11. For current State employees, pay on appointment will be set in accordance with the Wisconsin Compensation Plan.
- This position is not represented by a bargaining unit.

Job Details

- This job requires adjusting or increasing work hours as needed to meet the Home's operational needs.
- Due to the nature of the position, WDVA will conduct a criminal background check prior to an offer of employment.
- Employment in this position is contingent upon passing a pre-employment tuberculosis (TB) skin test.
- A 12-month probationary period may be required.
- Employees at this healthcare facility are required to report their COVID-19 vaccination status, whether vaccinated or not, and provide supporting documentation if vaccinated. Newly hired employees will be required to submit this information by their third day of employment.

Qualifications

This position requires that the incumbent hold a **Registered Nurse license** in the state of Wisconsin or a Nurse Licensure Compact state by the date of hire.

In addition to this requirement, **in their resume and letter, applicants will provide details on their experience:**

- supervising paid staff (e.g., interviewing, hiring, establishing the functions for a position, assigning workload, establishing and enforcing performance standards, conducting employee evaluations, counseling and/or coaching employees, reporting and/or addressing concerns, participating in disciplinary actions, directing and prioritizing activities of employees, approving leave requests, verifying time sheets, etc.); and
- providing nursing services in a long-term care setting

Additional required and preferred experience that will be assessed later in the selection process are:

- overseeing nursing services; and
- performing quality assurance-performance improvement functions; and
- working on and supporting interdisciplinary teams; and/or
- updating and implementing policies; and/or
- monitoring budget expenditures; and/or
- with change management and crisis management

How To Apply

To be eligible for consideration for this position, complete the online application process. For instructions, refer to the following link: [Applying to State Service](#). **You will be required to confirm your license data**

and attach a resume and letter of qualifications. To ease the application process, upload your documents to WiscJobs prior to attaching them.

Your resume and letter are critical components of your application. They are used to determine if your experience meets the qualifications needed for the job. For instructions on writing and what to include in your resume, [click here](#).

NOTE: Applicants are not able to update or change their application materials once they are submitted. **Make certain that your resume and letter are how you want them to be before you finalize the application.**

Current permanent, classified state employees who are eligible for transfer or demotion into a position assigned to pay schedule-pay range 50-11, should complete the online application process. After the established deadline, licensure will be verified and resumes and letters will be reviewed by one or more job experts and the most-qualified applicants will be invited to participate in the next step of the hiring process. Failure to complete all steps of the process will result in an incomplete application, which will not be considered.

Veterans with a 30%-or-greater service-related disability are eligible for consideration for non-competitive appointment to a permanent position in classified civil service under s. 230.275, WI Stats. If you meet the eligibility criteria, please send a letter of qualifications, resume, DD214 clearly showing an honorable discharge, and documentation of your service-connected disability rating dated within 12 months, to the Human Resources contact listed in this announcement. Current State employees are not eligible for this consideration.

Applicants must be legally authorized to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without WDVA sponsorship) at the time of application.

Questions can be directed to J Lea Roberts at jlea.roberts@wisconsin.gov or 608-266-3344.
Deadline to Apply: All application materials must be submitted by **11:59 p.m. on July 16, 2024.**
