

Employment Opportunities

EO-468

September 3, 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-1059 Executive Director/NHA – Janesville, Wisconsin

St Elizabeth Home, an Illuminus Community, offers long-term care and short-term rehabilitation in a skilled nursing setting. Originally founded in 1967, St. Elizabeth is located just blocks from downtown Janesville in the beautiful Courthouse Hill Historic District between Upper Courthouse Park and Jefferson Park.

Although small enough to make everyone living and working on campus truly feel like a family, St. Elizabeth offers those we care for a wide range of services and support. We are a not-for-profit, community-based organization serving persons of all faiths. No matter your situation or beliefs, our purpose is to provide care that transcends.

The Executive Director - Nursing Home Administrator is responsible for the day-to-day operations of the campus by ensuring compliance with all local, state, and federal laws and regulations applicable to the entities within the campus and continually implement industry best practices and develop a positive cultural to further the organization’s mission.

- Maintains and actively promotes effective communication with all individuals.
- Maintains a positive image of the entity in the community keeping in alignment with our mission, vision, and values.
- Responsible for on-call services, as assigned.
- Responsible for fundraising activity.
- Manage various operations of the campus to meet the needs of the residents at all levels of care.
- Adhere to the operational budget and financial performance.
- Promote lean management principles.
- Empower/guide/mentor/direct staff to align with organization’s strategic plan.
- Insure that the physical plant and grounds remain in good repair and are adequately maintained.
- Responsible for ensuring that all corporate policies and procedures are followed. Participate in the development/revision of policies in accordance with changing regulations and improving practices in the field.

- Participate in both strategic and operational planning processes.
- Maintain professional credentials; knowledge of changes occurring in the long-term care field at local, state, and federal levels,
- Responsible for compliance with all local, state, and federal codes pertaining to the operations.
- Performs other duties, as assigned.

Requirements

- A graduate of an accredited college or university with a minimum of a bachelor degree, preferably in health or business administration or equivalent experience.
- Licensed Nursing Home Administrator, or able to be licensed, with current knowledge of the senior living industry and of the regulatory agencies governing practice.
- Eight to nine years leadership experience in a retirement community setting preferred.
- Commitment to quality outcomes and services for all individuals.
- Ability to relate well to all individuals.
- Ability to maintain and protect the confidentiality of information.
- Ability to exercise independent judgment and make sound decisions.
- Ability to adapt to change.

Benefits

- Health, Dental, & Vision Insurance
- Health Saving Account with Potential Company Contributions
- 401(k) with Company Match
- Financial and Retirement Planning at No Charge
- Paid Time Off and Holidays
- Basic Life Insurance & AD&D - Company Paid
- Short and Long Term Disability - Company Paid
- Voluntary Ancillary Coverage
- Referral Bonuses
- Employee Assistance Program

Illuminus is a faith-based, not-for-profit senior living management company dedicated to serving older adults and families throughout the Midwest with skill and compassion. We own or manage over a dozen communities in Wisconsin and beyond, offering independent senior housing, assisted living and memory care, skilled nursing and rehabilitation, low-income senior housing, home health and hospice services via Commonheart, management support and consulting.

The people of Illuminus are not just our colleagues, our employees, our residents—they are our parents, our grandparents, our partners, ourselves. We serve others with gratitude, dignity, hope and purpose. We believe that the right care can and will transform us all.

If you're a leader committed to working in an engaging and collaborative environment while driving positive outcomes for staff and residents, with a passion for people and a desire to make a difference, we encourage you to apply for this exciting opportunity. We offer competitive compensation, benefits, and professional development opportunities. [Apply today!](#)