

# Employment Opportunities

EO-471

September 19, 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](http://www.leadingagewi.org/services-education/employment-opportunities).

## **EO-1062      Manager-Nursing Unit – Wauwatosa, Wisconsin**

### **Summary**

The Nurse Manager is responsible for the 24-hour clinical and operational management for a defined residential unit. The manager is accountable for the direction and supervision of staff, implementation of systems, policies, processes, and ensures compliance with state and federal regulations and current professional and facility standards of practice.

### **ESSENTIAL FUNCTIONS**

<b>Major Responsibilities</b>	<b>Measure</b>
1. Direct, manage, and supervise nursing personnel.	<ul style="list-style-type: none"> <li>▪ Ensures all nursing staff assigned to unit performs tasks in adherence to systems, processes, and procedures compliant with all state and federal regulations and Lutheran Home professional standards of practice.</li> <li>▪ Implements systems and conducts unit audits that monitor care delivery, assessments, and documentation.</li> </ul>
2. Direct and manage care interventions to ensure the highest quality of life for all residents on unit.	<ul style="list-style-type: none"> <li>▪ Coordinates care delivery for residents on unit from admissions through discharge through collaboration with interdisciplinary care team and all ancillary departments and staff.</li> <li>▪ Actively communicates with residents and family in a professional manner to solicit input into identification of care and services needed. Identification and timely resolution of issues or concerns.</li> <li>▪ Attends care conferences and contributes to discharge summaries, med reconciliation, discharge teaching, customer service follow-up, and admission audit follow-up.</li> </ul>

3. Maintain resident and staff safety.	<ul style="list-style-type: none"> <li>▪ Maintains a safe environment for all residents and staff.</li> <li>▪ Coordinates and participates in unit and departmental process improvement activities, (i.e. wound care team, fire and disaster drills).</li> <li>▪ Assumes leadership role in the investigation and resolution of resident, family, or staff complaints. Completes appropriate documentation of findings and resolutions.</li> <li>▪ Assures residents rights are respected.</li> <li>▪ Collaborates with shift supervisors to ensure consistency of resident care across shifts</li> </ul>
4. Participate in nursing leadership activities and model leader behaviors.	<ul style="list-style-type: none"> <li>▪ Collaborates with all members of the nursing management team to ensure staffing is within defined levels and budget.</li> <li>▪ Actively participates in the development of nursing talent and provides support in the personal and professional growth of all nursing staff,</li> <li>▪ Conducts performance evaluations regularly according to HR. guidelines and when appropriate.</li> <li>▪ Actively participates in Nursing Leadership meetings and activities and relays appropriate information to unit staff.</li> </ul>
5. Attendance	<ul style="list-style-type: none"> <li>▪ Attendance is an essential requirement for this position.</li> </ul>
6. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> <li>▪ To be determined by supervisor</li> </ul>

## QUALIFICATIONS

Education	<ul style="list-style-type: none"> <li>▪ Graduate of an accredited school of nursing.</li> <li>▪ Baccalaureate degree in Nursing preferred.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ At least two years in LTC setting required.</li> <li>▪ Previous management or supervisory experience preferred.</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>▪ Strong knowledge of clinical nursing.</li> <li>▪ Knowledge of state and federal regulations.</li> <li>▪ Well developed interpersonal skills.</li> <li>▪ Ability to work with individuals of varied skill and educational levels.</li> <li>▪ Strong organizational and planning skills.</li> <li>▪ Current CPR certification.</li> </ul>

## PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> <li>▪ Ability to work at a consistent pace throughout the shift</li> <li>▪ Adequate physical strength to perform duties of job</li> </ul>
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Strength	<ul style="list-style-type: none"> <li>Must be able to lift, push, and move a minimum of 35 pounds unassisted</li> </ul>
Manual Dexterity	<ul style="list-style-type: none"> <li>Sufficient manual dexterity to perform activities required under essential functions</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>Ability to perform gross body coordination and hand-eye coordination tasks without instability</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>Must be able to move frequently throughout the workday, sitting, standing, bending and lifting</li> </ul>
Visual	<ul style="list-style-type: none"> <li>Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>
Speech	<ul style="list-style-type: none"> <li>Must be able to speak and write the English language in an understandable manner</li> </ul>

#### **LH & HP CORE VALUES AND COMPETENCIES**

Compassion	<ul style="list-style-type: none"> <li>Treating others with dignity and understanding</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>Working with integrity and pride</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>Building meaningful relationships</li> </ul>
Creativity	<ul style="list-style-type: none"> <li>Facing opportunities and challenges with imagination, flexibility and optimism</li> </ul>
Resident/Client/Customer Focused	<ul style="list-style-type: none"> <li>Does whatever is necessary to meet the needs of the resident/client/customer</li> </ul>
Communicates Openly	<ul style="list-style-type: none"> <li>Communicates with resident/clients, families and visitors in an appropriate and effective manner</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)</li> </ul>
Unit/Department Teamwork	<ul style="list-style-type: none"> <li>Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done</li> </ul>
On-line Education Compliance	<ul style="list-style-type: none"> <li>Timely and successful completion of monthly on-line education</li> </ul>
Education Compliance	<ul style="list-style-type: none"> <li>Timely and successful completion of mandatory in-service or competence assessments</li> </ul>

Attendance and Scheduling	<ul style="list-style-type: none"> <li>▪ Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures</li> </ul>
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**STANDARD PRECAUTIONS**

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

**UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED**

- Must wear employee name badge
- Must maintain professional appearance at all times. No specific uniform is required.
- Must use personal protective equipment, such items as gown, gloves, masks, and goggles as needed.

**SUPERVISORY RELATIONSHIPS**

- Reports directly to the Director of Nursing
- Supervises RNs, LPNS, CNAS, Mediation Technicians, provides work direction and guidance to unit Housekeepers and other staff unit based staff as necessary.

Interested applicants can apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101\\_000003&jwId=SYS:JW:001&jobId=508157&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000003&jwId=SYS:JW:001&jobId=508157&source=CC2&lang=en_US)