

Employment Opportunities

EO-473

October 7, 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-1064 Assistant Administrator – King, Wisconsin

The [Wisconsin Veterans Home in King](#) (WVHK) is seeking a Veterans Home Assistant Administrator, to serve as Executive Director for one of the independently licensed nursing care facilities on the WVHK campus. The Home is a 24/7/365 long-term care facility that specializes in providing comfort, support, and professional healthcare services to elderly or disabled veterans and their spouses. Our facility is on the picturesque shoreline of the Chain O'Lakes, off Highway 10, between Stevens Point and Appleton. Come join our dedicated team!

If accepting this position requires relocation from outside Wisconsin, WDVA will consider assisting with relocation expenses.

WDVA employees have access to an excellent comprehensive [benefit and compensation package](#) that includes:

- [Substantial leave time](#) including 9 paid holidays and ample accrued sick time that rolls over each year
- [Excellent and affordable health, vision, and dental benefits](#)
- 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

Under the direction of the Veterans Home Administrator (Commandant), the Veterans Home Assistant Administrator (Executive Director) is responsible for administering assigned programs within an assigned building at WVHK. Responsibilities include ensuring regulatory compliance with federal, state and local regulations, providing budgetary and program oversight, evaluating program performance, and supervising staff to ensure high quality care and services are provided to the members living at the Home.

To view [a copy of the full job description](#) is available for reference.

Salary Information

- Starting salary will be \$113,131 per year (\$54.39 per hour), plus an attractive employee benefits package.
- This position is in pay schedule-pay range 81-01. 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 WVHK 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.
- 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.
- A two-year Career Executive trial period may be required.

Qualifications

This position **requires a current Wisconsin Nursing Home Administrator license**. Additional required and preferred qualifications that will be assessed later in the selection process are leadership experience in:

- Program management; and
- Budgetary functions; and
- Supervising staff; and
- Problem solving; and/or
- Nursing home administration; and/or
- Policy and procedure evaluation, development and implementation; and/or
- Quality Assurance-Performance Improvement initiatives; and/or
- Change management; and/or
- 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 verify your Wisconsin Nursing Home Administrator license 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. View these [instructions on writing and what to include in your resume and letter](#).

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 finalizing your application.

Applicant credentials will be verified and qualified applicants will be invited to participate in the next step of the selection process. Failure to complete all steps of the process will result in an incomplete application, which will not be considered.

Current permanent, classified State employees, who are eligible for transfer or voluntary demotion into a position assigned to pay schedule-pay range 81-01, including those with Career Executive status, should complete the online application process.

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.