

Employment Opportunities

EO-483

November 12, 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-1074 Nursing Home Administrator – Monroe, Wisconsin

Pleasant View Nursing Home, located in Monroe, Wisconsin is recruiting for an immediate opening for our Nursing Home Administrator. The pay range for the position is \$107,036.80 - \$121,118.40 with final compensation based on qualifications and experience. Interested applicants must apply on the [Green County website](#).

SUMMARY:

This is a full-time administration position at Pleasant View Nursing Home under the direction of the Pleasant View Nursing Home Oversight Committee. This position is responsible for directing the overall operation of the nursing home within the policies established by the Nursing Home Committee and/or Green County Board of Supervisors to assure that the highest degree of quality resident care is maintained at all times. This position is also responsible for interpretation and application of State, Federal, and local regulations as they may apply to the services provided. Employee often acts independently and makes complex and involved decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following:

Policy

- Plan, develop, and administer programs and policies for resident care and overall facility operation that reflects the goals and objectives of Pleasant View Nursing Home.
- Direct the development and formulation of facility policies and procedures with the approval of the Quality Assurance and Performance Improvement Committee.
- Assure that all facility personnel, residents, visitors, etc. follow established safety regulations, policies, and procedures.
- Review policies and procedures to assure compliance with current regulations.
- Direct the department supervisors in the development and use of departmental policies and procedures in accordance with facility, regulatory, and accepted business standards.
- Consult with Department Supervisors about resident status, census, budget, personnel, and other relevant issues. Conduct regularly scheduled Management meetings.
- Ensure 24-hour availability as administration resource by providing on call access or designating alternative qualified facility staff members.

Financial

- Direct the fiscal management of the facility, appropriate funds, supervise purchases, and prepare budget requests in keeping with the funds allocated for Pleasant View Nursing Home.
- In coordination with the Business Office Manager, prepare the development of the annual budget proposal; presenting it to the Finance Director and the Finance Committee.
- Review and interpret monthly financial statements and provide such information to the Pleasant View Nursing Home Oversight Committee, ensuring complete transparency.
- Coordinate eighteen months prior to the end of the approved referendum of the increase in the tax levy for Pleasant View, the formation of a committee to discuss the upcoming referendum request to the Green County voters.
- Prepare capital budget for building repairs/upgrades.

Program Development: Quality of Care and Quality of Life

- Provide regular updates and reports to the Medical Director.
- Oversee the Inter-disciplinary Team in the Assessment and Care Plan process to ensure individualized services and programs.
- Ensure all residents receive the necessary nursing, medical, and psychosocial services.
- Ensure that all residents receive care in a manner that maintains or enhances their quality of life without abridging the safety and rights of other residents.
- Assure resident's rights to confidentiality of information and equitable treatment, including the right to voice grievances.
- Review accident/incident reports and establish an effective accident prevention program.
- Be involved in negotiation of contracts to provide services "under arrangement" to ensure they are of acceptable quality and meet needs of residents and facility. Ensure contracts are approved per Green County policy.
- Make routine inspections of the facility to assure that established policies and procedures are being followed and to assure the buildings and grounds are maintained in good repair.
- Responsible for working safely and following safety practices and standards.

Employee Relations and Employee Development

- Participate in interviews & training, supervise employee hiring, performance evaluations, implement counseling and disciplinary action policies and participate in grievance procedures and terminations.
- Oversee employee relations and consult with the Human Resources Director and Corporation Counsel when necessary.
- Promote rapport in and among departments to reinforce teamwork.
- Approve staffing plans that assure sufficient numbers of qualified, competent facility staff to meet direct care needs based on resident census.
- Delegate authority, responsibility, and accountability to other responsible persons.
- Coordinate the development of in-service annual calendar that meets nursing home requirements and achieves evidence of staff competency.
- Establish and maintain effective working relationships with the public, the medical profession, and other health-related facilities and organizations, County and governmental officials and employees.
- Attend staff meetings, training sessions, and participate in workshops, seminars, etc. to keep abreast of current changes in the health care field.

Green County

- Participate in the scheduled Department Head meetings upon notification of the County Clerk.
- Work collaboratively with the Green County Departments; provide support and open communication.
- Prepare and present a monthly report to the Pleasant View Oversight Committee that includes updates on the operational goals and accomplishments, the financial report, and requests for approvals. Ensure transparency and that information is complete, honest and reflects the current state of the nursing home.
- Record and maintain the records and minutes for each Pleasant View Oversight Committee, submitting the meeting notice and minutes to the County Clerk's office.

- Upon approval of the Pleasant View Oversight Committee, present requests to the Finance Committee and/or the Personnel and Labor Relations Committee. Ensure that all Green County policies are followed.
- Present an annual report to the Green County Board of Supervisors.
- Promote and support the programs of Green County.

Friends of Pleasant View Foundation

- Work cooperatively with the Community Foundation of Southern Wisconsin who oversees the 401(3)(c).
- Facilitate the meeting schedule and agenda for the Foundation Board.
- Coordinate the discussion of fund-raising events, the selection of special project ideas; presenting these to the board for their decision.
- Maintain an ongoing plan to maintain the investments that have been financed by the generous donations from families and friends; particularly the backyard gardens.
- Serve as a non-voting member of the board.

Public Relations

- Represent Pleasant View Nursing Home in a professional manner.
- Participate in outside committees with the local healthcare organizations and senior services.
- Communicate updates to the families and community, to promote awareness of the value of Pleasant View's services and programs to Green County.
- Maintain a good public relations program.

Other

- Complete the required CEUs to maintain an active Wisconsin Nursing Home License.
- Maintain membership in Leading Age Wisconsin, attending region meetings and conferences.
- Continue to learn and develop professionally to meet the challenges and changes in the healthcare services for seniors.
- Maintain records and prepare reports (both oral and written).
- Other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Graduation from an accredited college in Health Administration or a related course of study; minimum five years of experience as Administrator in a comparable facility; or any acceptable combination of experience and training. Preference for strong fiscal management and personnel background.
- Must meet Wisconsin Nursing Home Administrator licensing requirements.
- Must successfully pass background check as required by OBRA regulations.

Language Skills

- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince, and train others. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to use advisory and consulting data and information such as daily nursing home census reports, incident/accident reports, technical drawings and plans, union contract, employee grievances, purchase orders, financial audit summaries, annual Facility report and budget, employee performance evaluations, contracts, policy manuals, non-routine correspondence, State and Federal nursing home

rules and regulations, computer software operating manuals, State nursing home code bulletins, nursing home industry periodicals, legal briefs, economic analysis, and organizational analysis.

- Ability to communicate effectively with County Board Supervisors, other County Officials, attorneys, residents, all PVNH employees, financial auditors, medical personnel, residents' families, news media representatives, vendor representatives, architects/engineers, other nursing home administrators.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide, calculate percentages, fractions and decimals, and ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control, and planning of an entire program or set of programs.
- Ability to use functional reasoning development in performing synthesis functions.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry. Ability to operate computer keyboard, telephone, calculator.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger, and feel.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, associated with objects, materials and ingredients.

WORK ENVIRONMENT

- In regards to environment factors work under moderately safe and comfortable conditions with potential factors such as odors, smoke, potential violence, noise, disease.

Interested applicants must apply on the [Green County website \(http://www.greencountywi.org/\)](http://www.greencountywi.org/).