

Employment Opportunities

EO-487

December 10, 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-1078 Social Services Manager – Appleton, Wisconsin

Brewster Village located in Appleton, Wisconsin is currently recruiting for a full time Social Services Manager. We are a 204 Bed Skilled Nursing facility that offers a team-based environment with a home-like focus on Person Directed Living as our top priority!

At Brewster Village we provide short-term rehabilitation and long-term nursing services designed to meet individuals’ social and medical needs. We provide exceptional care based on person-directed values and practices where the voices of our villagers are encouraged and respected. Choice, dignity, respect, self-determination, and purposeful living are the core values of our care.

Reporting to the Brewster Village Programs Manager, the Social Services Manager plans, organizes, and Coordinates the move-in (Admission) process along with various social and rehabilitative functions for Villagers. In addition, this position is responsible for related duties including Supervising and directing staff, identifying outreach opportunities, coordinating development and implementation of policies and procedures, etc.

Qualified Applicants will hold a Bachelor’s Degree in Social Work or a related field, 3-5 years of experience in long term care social services along with Current licensure as a Social Worker in State of Wisconsin with unencumbered ability to practice as a social worker is required. In addition, experience coordinating referrals and admissions in a long-term care setting is strongly preferred.

The 2025 hiring range for this position is \$74,817-\$84,198 based on experience.

Comprehensive Benefits Package Includes:

- Flexible Work Schedules
- Health, Dental, and Vision Insurance
- Health Savings Account

- 2 FREE On-site Health Clinics for Team Members and eligible Family Members
- Long Term Disability
- Paid holidays, vacation, and personal time off
- 12 Sick days per year
- Wisconsin Retirement System (Pension)
- Tuition Reimbursement

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs and evaluates the activities of Social Workers in accordance with federal and state regulatory requirements and best-practices in the field of social services.
- Coordinates the move-in [referral and admission] experience and process as is necessary for a favorable villager experience and in full compliance with county, state, and federal regulations (assuring legal documentation is current, including orders for Protective Placement).
- Facilitates financial screens and prior authorizations for pending referrals.
- Meets with prospective villagers and their families that are preparing to move in and provides tours.
- Provides comprehensive information as necessary to Wellness Team prior to villagers moving in with written communication and verbally.
- Functions as point of contact for County Human Services referrals and consults and supervises the provision of Specialized Psychiatric Rehabilitative Services.
- Promotes and markets Brewster Village to the community, other health care providers, and prospective villagers.
- Provides support and understanding to villagers and families during the transition of moving into Brewster Village.
- Providing leadership and vision to the household, promotes empowerment and collaboration of the team in providing person directed care, participates in team problem solving, monitors team members' performance and provides feedback through coaching and counseling.
- Maintains a safe, comfortable and functional environment by assessing the household for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.

Education/Certifications/Experience Requirements

- Bachelor's degree in Social Work or a related field; 3 - 5 years of experience in long term care social services.

- Current licensure as a Social Worker in the State of Wisconsin with unencumbered ability to practice as a Social Worker is required
- Experience coordinating referrals and admissions in a long-term care setting is strongly preferred.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to assign, supervise, and review the work of Social Workers.
- Working knowledge of Medicare and Medicaid programs as well as Insurance requirements for rehabilitation and long term care services.
- Ability to comprehend, prepare, and interpret a variety of documents including medical progress reports, quality assurance studies, policy and procedures, etc.
- Excellent organizational skills, effective time manager, and multi-tasker.
- Solid communication skills with ability to build professional community relationships as well as the ability to use and interpret medical, legal, and counseling terminology.
- Ability to communicate effectively with villagers, wellness teams, community agencies, and medical providers verbally and in writing.
- Ability to offer expertise and guidance as needed and requested.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-directed care as an important component in providing villagers with a sense of health and well-being.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Please visit:

<https://www.governmentjobs.com/careers/outagamie/jobs/4723727/social-services-manager-brewster-village?keywords=social%20&pagetype=jobOpportunitiesJobs> to learn more about this exciting opportunity and to apply today!

Learn more about Appleton Wisconsin

A wonderful east-central Wisconsin area comprised of 18 unique communities positioned along the scenic Fox River and Lake Winnebago, that has been ranked No. 56 on a list of "2019 Top 100 Best Places to Live in America" by livability.com. This Upper Midwest region presents quite a dynamic lifestyle for both residents and employers, thanks to its mix of big-city conveniences with small-town warmth and friendliness.

The Fox Cities is the proud home of notable school systems, colleges and healthcare systems, and is known across Wisconsin as THE place for shopping. Downtown Appleton, the Fox River Mall and many other retail destinations are a draw for shoppers from all over Wisconsin and beyond. In addition to shopping, the region features vibrant cultural venues, a year-round calendar of exciting events, one-of-a-kind museums and fantastic outdoor recreation.

This is also a premier place for business. The Fox Cities diverse economy is represented by the paper, technology, manufacturing, retail, service and electronic industries. Employers take advantage of this positive and dynamic environment, along with the areas low cost of operations, quality infrastructure, highly skilled workforce and supportive atmosphere.

The Fox Cities is a thriving community where live music, art, creative place-making and the entrepreneurial spirit seep into everything we do. Be careful, this mindset is contagious, as seen in the vide: <https://www.youtube.com/watch?v=5T-0FbCq3P4>