

Employment Opportunities

EO-489

December 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.

EO-1080 Assistant Administrator – Marshfield/Port Edwards, Wisconsin

Hiring range: \$89,648 to \$101,420 annually

Primary location at Norwood Health Center in Marshfield, WI, while periodically spending time at Edgewater Haven in Port Edwards, WI

Interested parties should apply on the Wood County website:

<https://careers.woodcountywi.gov/Careers/Careers.aspx?req=1217242122&type=JOBDESCR>

Purpose of Position

The Assistant Administrator will assist the Hospital and Nursing Home Administrator in managing daily operations and ensuring regulatory compliance of the psychiatric hospital and nursing home licensures to ensure quality care for patients and residents. The Assistant Administrator will be assigned specific direct reports delegated by the Administrator, and assume the role of acting Administrator when the Norwood or Edgewater Administrator is absent.

Essential Duties and Responsibilities

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

1. Assists the Administrator in planning, developing, organizing, implementing, and directing the day-to-day functions of the facility, its programs and activities.
2. Shares on call responsibilities with Norwood and Edgewater Haven Administrators. Provides licensed administrator coverage in their absences.
3. Supervises Health Information Manager and Social Services Coordinators. Assigns duties and reviews work. Hires, trains, disciplines, promotes and evaluates employees.
4. Leads abuse/neglect/misappropriation investigation and reporting. Completes and submits State and Federal investigations and reports in conjunction with Social Services Coordinator, upon final approval by Administrator at Norwood and Edgewater.

5. Initiates and carries through to completion special projects as assigned by Administrator.
6. Leads marketing efforts, including development and maintenance of written materials, website, and social media at Norwood and Edgewater.
7. Provides budget and financial planning recommendations to Administrator. Responsible to know and adhere to adopted operating and capital budgets. Assists with development and maintenance of census.
8. Participates in the implementation of system changes, promotes evidence-based practices and quality improvement initiatives. Completes audits and oversight as needed to determine compliance with quality initiatives.
9. Assists in the development, implementation, and maintenance of written policies and procedures that govern the operation of the facility. Make recommendations to the Administrator concerning policies, procedures, and strategic goals. Ensures compliance with regulatory agencies and meets care standards and legal requirements through proper implementation of all policies and procedures.
10. Participates in survey preparation and surveys, reviews outcomes, and develops a plan of correction for deficiencies noted during survey inspections in conjunction with Director of Nursing and Administrator.
11. Responsible for the management of assigned staff, including the Health Information Manager, Inpatient Social Services Coordinator, and LTC Social Services Coordinator. Conducts periodic team and individual meetings with staff. Oversees staff performance and goals.
12. Maintains and applies current skills and knowledge through continuing education and in-service programs.
13. Models mission, vision, values of the Department in all interactions with employees, patients/residents and the public.
14. Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.
15. Must be familiar with and exemplify the Wood County Core Values and serve with courtesy and respect in accordance with the Wood County Code of Conduct.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Reviews and revises emergency preparedness plans and MOUs annually in conjunction with Building Operations Manager. Organizes and conducts tabletop and full-scale exercises.
2. Facilitates quality assurance and performance improvement (QAPI) program in conjunction with Health Information Manager.
3. Maintains knowledge of quality reporting program requirements for hospital and nursing home and assists with measure/data collection implementation in conjunction with Health Information Manager.
4. Investigates and responds to resident/patient complaints in conjunction with social services coordinators.
5. Maintains knowledge of Life Safety Code (LSC) requirements and ensures regulatory compliance in conjunction with Building Operations Manager.
6. Performs other varied duties/responsibilities per facility needs.

Job Qualifications:

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Health Care Administration, Business Administration or related field required; with one to two years of experience in health care administration preferred. A Wisconsin Nursing Home Administrator's license is required, or must obtain one per State licensing requirements.

WHAT WE OFFER:

Wood County team members are offered competitive salaries, flexible schedules, and excellent benefits, including:

- *Health Insurance - we offer low premiums and low deductibles, with excellent coverage!
- *Dental Insurance
- *Vision Insurance
- *Wisconsin Retirement System (WRS) - This is one of the best-funded public pension plans in the U.S.!
- *457 deferred compensation plan
- *Vacation and Sick Time - Start accruing for both on your first day!
- *10 Paid Holidays
- *Flexible Spending Account to set aside pre-tax dollars for childcare and medical expenses
- *Life Insurance
- *Short and Long-Term Disability
- *Wellness Incentive Plan
- *Public Student Loan Forgiveness (PSLF) program

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