

Employment Opportunities

EO-511

February 13, 2025

“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-1111 Administrator – Union Grove, Wisconsin

Under the direction of the Homes’ Administrative Manager, the Veterans Home Administrator (Commandant) is responsible for campus-wide operations of the Wisconsin Veterans Home at Union Grove (WVHUG). The Commandant provides executive-level leadership for all activities related to program administration, personnel, facilities, quality of residential care, and member services. The incumbent is accountable for financial and budget compliance, health care compliance, quality services, occupancy (census), and member, family and stakeholder (e.g. Veteran Service Organizations, volunteers, etc.) satisfaction. The position promotes cost-effective programming and services, and works to ensure the highest-quality service delivery while maintaining organizational stability and economy.

Time% Goals and Worker Activities

40% A. Performance of Program Management Functions

- A1. Provide executive oversight of all WVHUG activities.
- A2. Oversee WVHUG management staff as they manage the day-to-day operations. A3. Develop and implement standards, controls, systems and procedures.
- A4. Conduct regular audits and evaluations.
- A5. Ensure that campus operational policies comply with federal and state regulations.
- A6. Participate in setting division and campus-wide goals and objectives and translate goals into achievable steps.
- A7. Develop, evaluate and modify short- and long-range strategic goals and plans.
- A8. Formulate innovative approaches, programs and management improvements to enhance health care quality for WVHUG members.
- A9. Consult with and update the Homes’ Administrative Manager on long-range plans and programs.
- A10. Prepare reports for agency-specific data requests.
- A11. Ensure disaster preparedness per Centers for Medicare and Medical Services (CMS) guidelines.
- A12. Investigate member complaints against WVHUG employees and other sensitive situations, and recommend resolution.

- A13. Monitor the operational status of WVHUG through regular staff meetings, review of budget and other reports, correspondence, and observation of members and employee activities.
- A14. Develop, implement and monitor a professional development program to prepare supervisors to be leaders, maintain proficiency, and work for continuous improvement.
- A15. Act as WVHUG's Health Insurance Portability and Accountability Act (HIPAA) Officer.

20% B. Performance of Fiscal Management Functions

- B1. Oversee WVHUG's fiscal activities including budgeting, reporting and auditing.
- B2. Works with the Homes' Administrative Manager to ensure adequate financing to support short- and long-term goals of WVHUG.

20% C. Supervision of Staff

- C1. Participate in employee recruitment and selection activities, ensuring process provides equal opportunity for all candidates in compliance with federal and state Civil Rights laws.
- C2. Define job responsibilities and specify accountabilities for management personnel. C3. Conduct formal performance evaluations.
- C4. Counsel staff on performance and establish improvement goals as needed.
- C5. Advise on investigations and participate in disciplinary actions, up to and including termination of employment.
- C6. Hear, investigate and settle employee grievances, in consultation with Human Resources.
- C7. Assess and respond to staff needs related to training/guiding/coaching, motivation and recognition.
- C8. Promote a work environment that recruits, retains and supports the highest-quality staff.

10% D. Administration of Public Relations

- D1. Develop and maintain working relationships between WVHUG and other governmental units, interest groups, organizations and the general public.
- D2. Attend functions in support of veterans' services.
- D3. Represent WVHUG and the Wisconsin Department of Veterans Affairs, as needed, by testifying before federal and state committees and governmental units.

5% E. Administration of Member/Stakeholder Relations

- E1. Welcome new members and establish positive relationships with members and families. E2. Attend Member Council meetings.
- E3. Answer family/member questions in a timely manner.
- E4. Attend campus Recreational Committee meetings and volunteer functions to provide updates and thank volunteers.

5% F. Performance of other Duties as Assigned

Knowledge, Skills and Abilities

- 1. Knowledge of executive-level leadership, management and administration principles and practices
- 2. Skill in exercising administrative direction over a large organization

3. Skill in developing and implementing complex administrative procedures for large-scale operations
4. Ability to organize, prioritize and multitask for efficiency and to meet deadlines
5. Knowledge of operational and regulatory aspects of health care delivery systems
6. Knowledge of local, state and federal laws, regulations and guidelines regarding nursing home operations
7. Knowledge of laws and regulations related to patient privacy and patient rights, including the Health Insurance Portability and Accountability Act (HIPAA)
8. Knowledge of principles and practices of budgeting, accounting and purchasing
9. Knowledge of principles and practices of property management
10. Knowledge of principles and practices of public relations
11. Knowledge of principles and practices of workplace safety and risk management
12. Ability to evaluate and assess the effectiveness of policies and procedures
13. Skill in exercising judgment and discretion
14. Ability to develop, interpret and apply policies and procedures
15. Skill in establishing and maintaining working relationships
16. Skill in verbal, written and interpersonal communications
17. Ability to relate and work with persons from a variety of backgrounds
18. Ability to make formal presentations to groups
19. Skill in the use of computers, including Microsoft Office Suite or similar applications
20. Skill in developing and maintaining teams
21. Knowledge of the principles and practices of supervision
22. Knowledge of employment relations principles and best practices
23. Ability to oversee investigations
24. Knowledge of programs, services and organizations that serve veteran populations
25. Ability to recognize emergency situations and follow appropriate member-assistance protocols

Special Requirement

- Wisconsin Nursing Home Administrator license

Interested applicants, who are not state employees, can access the announcement at: [Nursing Home Administrator, Union Grove Commandant - Job ID 16860](#).