

# Employment Opportunities

EO-516

February 26, 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](http://www.leadingagewi.org/services-education/employment-opportunities).

## **EO-1116      Director of Nursing Services – Menomonie, Wisconsin**

### **Position Summary:**

To plan, organize, develop and direct the overall operation of the nursing department and support units in accordance with current Federal, State and Local Standards, Guidelines, and Regulations that govern the facility, and as may be directed by the Administrator and the Medical Director, to ensure the highest degree of quality care is maintained at all times.

### **Essential Functions:**

#### *Administrative:*

- Develop, implement and maintain nursing service objective, standard of nursing practice, nursing policies and procedures.
- Performs all duties and arrives at all decisions in accordance with the organization’s policies/procedures, Federal and State Regulations and in conformance with recognized standards.
- Ensures compliance of nursing department and staff with State and Federal regulations.
- Ensures appropriate oversight is developed and maintained to prevent the spread of, and/or, to control infections.
- Ensures that the facility is in compliance with the current CDC, OSHA and Local Regulations concerning the infection control and universal precaution.
- Participates in facility surveys (inspections) made by authorized government agencies. Develops and implements the appropriate action plans to correct any identified deficiencies pertaining to nursing services.
- Understands, supports, and implements facility and organizational policies/procedures along with government regulations.
- Functions independently in situations that require professional nursing judgment.
- Plans annual nursing budget and works within approved budget; supervises and approves all nursing purchases; continually evaluates consistency and quality of care.

- Communicate effectively with Medical Director relating to Clinical issues which may arise (i.e.: infection outbreaks, chart review, etc.)
- In charge of building in absence of Administrator.

#### **Care Delivery:**

- Monitors and evaluates the delivery of resident care and services for quality and appropriateness (including level of care) on a direct and indirect basis including: observation, participation in care planning, resident/family input.
- Reviews all resident and staff incidents, infection control reports and medication errors.

#### **Personnel:**

- Selects qualified nursing personnel necessary to meet or exceed the needs of the residents and facility.
- Supervises scheduling of staff/staff assignments, ensures staffing patterns meet or exceed State/Federal requirements and provide quality care to residents.
- Ensures timely, fair and consistent staff performance evaluations by nursing supervisors and/or conducts performance evaluations of nursing staff.
- Investigates and initiates incidents of discipline/corrective action (including discharge), if necessary, according to established personnel procedures; approves all potential corrective action with Human Resources prior to initiation.
- Accessible to staff on all shifts which includes rotating through all shifts on a regular basis.
- Assists in planning and implementing a nursing staff development program, including required in-service education, to meet the needs of all nursing staff.
- Plans, organizes, directs and evaluates the work of the nursing and medical records staff.
- Conducts regular staff meetings and effectively communicates facility information and expectations.
- Fosters positive communication within the nursing department and the organization as a whole.
- Promotes organizations' team concept. Interprets philosophy, objectives, policies and procedures of the organization to nursing personnel.

#### **Special Features and Requirements:**

- Valid Wisconsin Registered Nurse license.
- Five years of Nursing experience with a minimum of two years of the five in a skilled nursing environment.
- Nursing Administration and Supervisory experience preferred.
- Possess leadership qualities and excellent communication skills.
- Available and willing to work beyond regular hours of work which may include weekends and holidays, as needed.

#### **Non-essential Functions:**

Performs other duties as assigned by Administrator and/or Executive Team.

**Supervision:**

- Given: provides direction to all nursing staff, including medical records (direct supervision to nursing supervisors, direct and general supervision to non-supervisory nursing staff)
- Received: Direct supervision from Facility Administrator, Medical Director Indirect supervision: Executive Team

**Physical Requirements:**

Occasionally lifts and carries equipment and supplies weighing 10 pounds. Occasionally pushes/pulls medication and treatment carts weighing 300 pounds a distance of 600 feet. Frequently twists, stoops, bends, climbs stairs; occasionally kneels, squats; frequently reaches at, above or below shoulder height. 100% of the workday is spent indoors. Sits, stands, walks intermittently during the workday. Must be able to communicate orally and/or in writing with residents, staff, families, public.

**Working Conditions:**

Works in office area(s) as well as throughout the nursing service area (i.e., dining rooms, nurses' stations, resident rooms, etc). Is subject to frequent interruptions. Communicates with the medical staff, nursing personnel and other department supervisors. On-call on a 24-hour basis for situations as needed. May be subject to hostile and emotionally upset residents, family members, staff and visitors. Is subject to falls, burns from equipment, odors, etc. throughout the workday. Is subject to exposure to infectious waste, hazardous chemicals, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.

This description is intended to be a general statement about this job and not to be considered a detailed assignment. It may be modified by American Lutheran Homes to adjust for necessary changes.

I understand the above job requirements and at this time I know of no limitations which would prevent me from performing these activities.

Qualified applicants can send updated resume to Brianna Poeschel at:

[brianna.poeschel@graceluthfound.com](mailto:brianna.poeschel@graceluthfound.com).