

# Employment Opportunities

EO-118

August 19, 2020

“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.

A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Additionally, blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office.

Employment Opportunities are typically included in our bi-weekly *e-News* newsletter. However, due to all the rapid changes with COVID-19, LeadingAge Wisconsin staff has temporarily discontinued sending issues of *e-News*, but instead are sending COVID-19 Updates on a daily basis. 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).

Position(s) Available:

## **EO-PA-632 Assistant Director of Nursing/Unit Manager – Oshkosh, WI**

Founded in 1965, Evergreen Retirement Community (Evergreen) is situated on 35 acres in the heart of Oshkosh, Wisconsin. It offers a variety of residences for independent living and a full range of health services: assisted living, memory care, skilled nursing care, short-term rehabilitation and in-home services. Evergreen is a nonprofit Life Plan Community that welcomes people of all faiths. Evergreen is looking for the right person to join our innovative and rewarding community as our Assistant Director of Nursing/Unit Manager.

The Assistant Director of Nursing/Unit Manager is responsible for the operations and quality of services provided to residents in our skilled nursing care area and is accountable for operations 24 hours a day; 7 days a week. The ADON/Unit Manager participates in our on-call nurse rotation to provide consultation/coverage to the skilled nursing area.

Responsibilities include:

- Effectively managing labor hours, supply costs and prospective payment reimbursements
- Participating in the recruitment and selection of skilled nursing staff
- Maintaining contact with staff on all shifts
- Participating in quality audits, assessing for improvement opportunities and following through on issued identified
- Providing unit leadership for contacts/inspections by regulatory agencies and assuring plans of correction are completed and monitored throughout the year
- Monitoring, developing and modifying policies to comply with regulations and reflect current practice
- Working closely with new employees to ensure an effective onboarding and training experience
- Monitoring employee performance, providing coaching and performance improvement opportunities
- Monitoring overall unit efficiency, teamwork among disciplines and following through when areas of improvement are identified
- Coordinates Evergreen's Infection Control program, data collection and education

Requirements for the ideal candidate are as follows:

- Registered Nurse currently licensed in the state of Wisconsin required
- Four-year Bachelor of Nursing degree preferred
- Three or more years of experience in a long-term care setting required
- Three or more years of management experience preferred

More information about our organization can be found at [www.EvergreenOshkosh.com](http://www.EvergreenOshkosh.com).

Please apply via our Careers page or submit your resume to Erin Sanders, VP HR at: [esanders@evergreenoshkosh.com](mailto:esanders@evergreenoshkosh.com).