

Employment Opportunities

EO-122

September 10, 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.

Position(s) Available:

EO-PA-636 Administrator – Winnebago County, WI

POSITION TITLE: Administrator

DEPARTMENT: Park View Health Center

PAY BASIS: Salaried \$99,155 - \$109,320/Yr.

HOURS PER WEEK: 40

WORK HOURS: 8:00 a.m. – 4:30 p.m.

APPLICATION DEADLINE: October 8, 2020

PURPOSE AND SUMMARY:

Responsible for the administration, coordination and direction in the overall operations of Park View Health Center.

ESSENTIAL FUNCTIONS:

1. Develops and administers the table of organization and appropriate policies and procedures to govern the operation of Park View Health Center, its programs, and activities. Interprets the facility's policies and procedures to employees, residents, families, visitors, other agencies, and county officials as needed.
2. Ensures the establishment and delivery of appropriate standards of care in accordance with all applicable Federal, State and local regulations; provides residents with comprehensive therapeutic services through a staff of competent, qualified personnel.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Develops and executes operating and capital budgets for Park View Health Center; Assures expenditures are in compliance with Park View budget, and Winnebago County policies and Statutes.
2. Responsible for resident, family and client satisfaction with Park View Health Center services.
3. Evaluates the operation of the physical plant, equipment, and grounds; identifies improvements or replacements; assures compliance with all code requirements and safety standards in conjunction with the Winnebago County Facilities Department.
4. Drafts and negotiates contracts to meet the needs of the facility for outside services (i.e., psychiatry, dental, OT-ST-PT therapies, laundry, pharmacy, and housekeeping).
5. Develops, implements, and monitors long and short-term goals for the management of the facility and oversees attainment and evaluation of these goals.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to County Executive.
2. Supervises Director of Nursing, Financial Services Manager, Social Wellness Manager, Food and Nutrition Services Manager, Staff Development Coordinator, and Administrative Coordinator.

3. Works with Facility Medical Director, other county departments and community agencies, Winnebago County Board of Supervisors, employees, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in Health Care Administration, Public Administration, Business Administration or a related field.
2. Current valid Wisconsin license as a Nursing Home Administrator in good standing with 24 hours of continuing education each biennium as approved by the Wisconsin Department of Safety and Professional Services to maintain current licensure.
3. A minimum of three years' work experience including substantial experience as a nursing home administrator or equivalent experience in a long term care facility with geriatric, mentally ill, and developmentally and physically disabled residents.
4. Must have the capacity to move freely in the community (such as through possession of a valid driver's license or other means) including access to a vehicle with evidence of meeting exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of Federal and State nursing home regulations and the long term care survey process.
2. Knowledge of staff management, training, supervision and evaluation techniques.
3. Ability to establish and maintain effective working relationships with employees, general public, other county departments, agencies and state officials.
4. Knowledge and experience in the development and management of a complex budget.
5. Knowledge and experience with Medicare and Medical Assistance programs, reimbursement and governmental accounting.
6. Knowledge of the administrative, technical, and organizational functions of all departments of nursing home operation.
7. Ability to demonstrate leadership, independent judgment and critical thinking skills.
8. Strong written and verbal communication skills including listening skills.
9. Computer skills including facility with Microsoft Office applications and ability to learn and use software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting and medical environment, which serves residents with special needs.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to work a flexible schedule as workload dictates, as well as continuous on-call availability for administrative decision-making and emergencies or disasters.

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).