

## Employment Opportunities

EO-124

October 16, 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-638                      Admissions Coordinator – Rice Lake, WI**

**Shift: 8:00 a.m. - 4:30 p.m. ~ Status: Full-Time**

Our 50-bed skilled nursing and rehabilitation center in Rice Lake has a rewarding opportunity for an Admissions Coordinator. Make a difference coordinating admissions, discharges, and services; advocating for resident rights; completing comprehensive assessments and care plans; and supporting the psycho-social needs of our residents.

Dove Healthcare - Rice Lake is rated 5 Stars by CMS and has been designated as a 2019-20 Best Nursing Home by U.S. News & World Report. If you are committed to quality and supporting our residents with the best experience possible, apply today.

### **Required Qualifications:**

- Bachelor's degree in social work or related human services field
- Must hold current certification in Wisconsin as a certified social worker and maintain CEU's as per WI State Statute

### **Comprehensive Benefit Package:**

- \*Health Insurance, Dental, Vision, Supplemental, and \*Life Insurance Options
- \*Medical and Dependent Care Flexible Spending Accounts
- 401k Retirement Plan with Company Match

### **Your benefits that start on the date of hire:**

- Paid Time Off Accrual and Bereavement Pay
- Child Care and Tuition Reimbursement
- Health Club, Weight Loss, or Gym Membership Reimbursement
- Scholarship and Award Opportunities
- Employee Assistance and Referral Bonus Programs

*\*Full-time: 30+ hours per week/Part-time: 20-29 hours per week*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or Veteran status.*

### **About Dove Healthcare - Rice Lake**

We are driven by great passion and pride for what we do in the communities we serve. As a community partner, Dove Healthcare is committed to meeting the needs of those who depend on us. At Dove Healthcare - Rice Lake, we specialize in:

- Skilled nursing and post-hospital care
- Short-term rehabilitation (in-patient & out-patient physical, occupational, and speech therapy)
- Long-term care
- End-of-life care

For additional details or to apply, click the following link:

[https://employment.dovehealthcare.com/job.phtml/D5A348C142/admissions\\_coordinator/](https://employment.dovehealthcare.com/job.phtml/D5A348C142/admissions_coordinator/)