

Employment Opportunities

EO-177

April 15, 2021

“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.

POSITIONS AVAILABLE:

- Nursing Home Administrator – Footville, WI
- Director of Nursing – Footville, WI

EO-PA-714 Nursing Home Administrator – Footville, WI

St Elizabeth Campus is looking for a dynamic and experienced individual to oversee our Skilled Nursing and Assisted living Facilities that are part of our Campus. St Elizabeth Home is a 42 bed Skilled Nursing Facility in Janesville and St Elizabeth Manor is an 80 bed Assisted Living Facility in Footville. This position would provide Administrator duties and oversight at both locations.

Job Summary

The Leadership role is responsible for overall facility management, profitability, operations, and direction in all aspects. Accountable for, but not limited to, census development, management of accounts receivable and collections, maximization of Net Operating Income, resident/patient care, state and federal survey compliance, positive employee relations, a positive return on investment, an effective business plan and implementation of core programs that stimulate growth.

Prerequisites

- A Nursing Home Administrator, licensed and in good standing in WI.
- At least 5 years of professional experience overall, with a minimum of 3 years of senior leadership experience supervising staff operating aging service programs.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with the Leadership Team.
- Can point to tangible examples of reporting and program measurement and evaluation.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Passionate about the mission and able to promote and communicate the philosophy, mission and values to external and internal stakeholders.
- Ability to think strategically, anticipates future consequences and trends, and incorporates them into the organizational plan.
- Provides evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen, including successful P&L management and the ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and creative resourcefulness.
- Is action oriented and enjoys working hard and looks for challenges; able to act and react as necessary, yet ensures that internal and external stakeholders are a part of the processes as appropriate to ensure success.
- Demonstrates excellent written and oral communication skills.
- Lives within a reasonable radius of Janesville or Footville to ensure timely access to the facilities and participate in community life.

The Candidate Should be

- An energetic, tireless, organized, confident and business-oriented professional with the ability to manage numerous projects simultaneously and thoroughly.
- Capable of supporting an environment of continuous change while being part of a leadership team that values mission, profitable action and an entrepreneurial spirit.
- Capable of building and maintaining positive relationships with the leadership team, program participants, and staff.
- System oriented and capable of identifying and integrating potential strategies that fit the company's capabilities and financial objectives.
- A confident leader of people, with a record of working within and promoting a team-oriented work environment.

If interested in the Nursing Home Administrator position, please send resumes to Michael Libby at: mllibby@marquardtmanagement.com.

EO-PA-715 Director of Nursing – Footville, WI

St Elizabeth is looking for a qualified, dedicated and compassionate Director of Nursing to join our team. This is a Full-Time salaried position

St Elizabeth Home is a 40 bed Skilled Nursing facility caring for the seniors within Janesville and surrounding communities. St Elizabeth Manor is a 75 bed CBRF located just 10 miles outside of Janesville, in Footville, Wisconsin.

Summary:

Assist in planning, organizing and directing nursing service. Control and evaluation of nursing service in order to meet the total nursing needs of the resident and maintain a quality of service that will fulfill the objective of the nursing home, and be in accordance with the policies set forth by the nursing home. Supervise care and management of shift. Plan and participate in in-service training and orientation programs. Coordinate the care planning program. Manages Wound Care rounds and Infection Control Nurse responsibilities.

The Director of Nursing is directly responsible to the Campus Administrator

Essential Job Functions:

- Maintains and actively promotes effective communication with patients and family member/personal representatives.
- Determine the kind and amount of nursing care needed to meet the needs of the resident.
- Assigns duties to other nursing personnel.
- Investigates any incident report or error in procedure with a follow-up as to correction of the cause.
- Promotes safety for both residents and staff.
- Maintains high professional standards and serves as a model for all nursing personnel.
- Assists in hires, disciplines and terminations of nursing employees as necessary with administrative approval.
- Performs other similar duties, as needed.

Qualifications:

- Commitment to quality programs and services for all patients.
- Excellent communications and human relation skills.
- Ability to maintain and protect the confidentiality of information
- Ability to exercise independent judgment, make sound decisions and exhibit flexibility when needed.
- Currently registered as an R.N. in the state of Wisconsin.
- Has knowledge and/or experience in the areas of geriatric nursing or has the ability to learning quickly.
- Knowledge of MDS and Medicare a plus.
- Preferably Wound Care Certified
- Experience with Infection Control a plus.

St Elizabeth's goal is to build the best team possible to care for our residents. We strive to educate our team and give them the tools to be successful in their position and beyond.

All benefit eligible positions will receive a 1:1 benefit consultation to assist with reviewing and selecting employee benefits. This personalized meeting will help new team members navigate the benefit selection process and allow for an informed decision.

Equal Opportunity Employer / Drug Free Workplace

If interested in the Director of Nursing position, please send resumes to Renee Krueger at:

rkrueger@marquardtmanagement.com.