

Employment Opportunities

EO-443

April 29, 2024

“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.

EO-1034 Nursing Home Administrator – Union Grove, Wisconsin

The **Wisconsin Veterans Home in Union Grove** (WVHUG) is seeking a Veterans Home Administrator, to serve as Director of the WVHUG campus. The Home is a 24/7/365 long-term care facility that specializes in providing comfort, support, and professional healthcare services to elderly or disabled veterans and their spouses. The facility is in Racine County, a short drive from Milwaukee, Racine, Kenosha, and other key locations in southeastern Wisconsin. Come join our dedicated team!

If accepting this position requires relocation from outside Wisconsin, WDVA will consider assisting with relocation expenses.

WDVA employees have access to an excellent comprehensive **benefit and compensation package** that includes:

- **Substantial leave time** including 9 paid holidays and ample accrued sick time that rolls over each year
- **Excellent and affordable health, vision, and dental benefits**
- An exceptional pension plan with employer match and lifetime retirement payment, plus an optional tax advantaged 457 retirement savings plan

WDVA employees may also be eligible for **Public Service Loan Forgiveness**. To learn more about the complete compensation package, please visit the **Total Rewards Calculator!**

This agency is committed to serving Wisconsin's veteran population. Our rewarding positions offer the satisfaction of serving those who have served us all.

The state of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.

Increased pay! See updated Salary Information Section.

Position Summary

Under the direction of the Homes' Administrative Manager, this position is responsible for campus-wide operations of WVHUG. The incumbent provides executive-level leadership for all activities related to program administration, personnel, facilities, quality of residential care, and member services, and is accountable for financial and budget compliance, health care compliance, quality services, occupancy (census), and member, family and stakeholder satisfaction. The position promotes cost-effective programming and services and works to ensure the highest-quality service delivery while maintaining organizational stability and economy.

To view a copy of the full job description, [click here](#).

Salary Information

- Starting salary will be **between \$104,520 and \$127,088 per year**, depending on candidate qualifications, plus an attractive employee benefits package.
- This position is in pay schedule-pay range 81-01. For current State employees, pay on appointment will be set in accordance with the Wisconsin Compensation Plan.
- This position is not represented by a bargaining unit.

Job Details

- This job requires adjusting or increasing work hours as needed to meet WVHUG operational needs.
- Due to the nature of the position, WDVA will conduct a criminal background check prior to an offer of employment.
- Employment in this position is contingent upon passing a pre-employment tuberculosis (TB) skin test.
- A two-year Career Executive trial period may be required.
- Employees at this healthcare facility are required to report their COVID-19 vaccination status, whether vaccinated or not, and provide supporting documentation if vaccinated. Newly hired employees will be required to submit this information by their third day of employment.

Qualifications

This position requires that the incumbent hold a current **Nursing Home Administrator license** in the State of Wisconsin or be eligible to obtain such a license **within 120 days of appointment**. For information on Wisconsin licensing requirements follow this link: [WI DSPS NHA](#).

Additional required and preferred qualifications that will be assessed later in the selection process are leadership experience in:

- Nursing home administration; and
- Program/operations management; and
- Strategic planning; and
- Personnel management; and
- Enforcing and ensuring compliance with regulations, to include surveys and corrective action; and/or
- Managing new and changing operational initiatives in an organization; and/or
- Crisis management

How To Apply

To be eligible for consideration for this position, complete the online application process. For instructions, refer to the following link: [Applying to State Service](#). You will be required to attach a resume and letter of qualifications. To ease the application process, upload your documents to WiscJobs prior to attaching them. Your resume and letter are critical components of your application. For instructions on writing and what to include in your resume and letter, [click here](#).

NOTE: In the WiscJobs system that was implemented in April 2021, applicants are not able to update or change their application materials once they are submitted. Make certain that your resume is how you want it to be before you finalize the application.

Current permanent, classified state employees who are eligible for transfer into a position assigned to pay schedule-pay range 81-01, should complete the online application process.

After the established deadline, applicant credentials will be verified and qualified applicants will be invited to participate in the next step of the selection process. Failure to complete all steps of the process will result in an incomplete application, which will not be considered.

Veterans with a 30%-or-greater service-related disability are eligible for consideration for non-competitive appointment to a permanent position in classified civil service under s. 230.275, WI Stats. If you meet the eligibility criteria, please send a letter of qualifications, resume, DD214 clearly showing an honorable discharge, and documentation of your service-connected disability rating dated within 12 months, to the Human Resources contact listed in this announcement. Current State employees are not eligible for this consideration.

Applicants must be legally authorized to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without WDVA sponsorship) at the time of application.

Questions can be directed to J Lea Roberts at: jlea.roberts@wisconsin.gov or 608-266-3344.

Applicants who are not State employees can access the announcement at: [Nursing Home Administrator, Union Grove Veterans Home - Job ID 11432](#) or by visiting [Wisc.Jobs](#) and searching by job title, location, or keyword (e.g., Job ID 11432).