



# Employment Opportunities

EO-100

April 22, 2020

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary  
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Subject: Position Available:  
Chief Executive Officer – Arlington Heights, IL  
Senior Living Consultant – Middleton, WI  
Director of Finance – Middleton, WI  
Director of Nutrition & Dining Services /Food Service Administrator – King, WI

“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. 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 now included in our bi-weekly *e-News* newsletter. Employment Opportunities must be submitted by close of business Friday prior to the week of the ad posting. Ads submitted also are displayed on the LeadingAge Wisconsin web site which can be found at [www.leadingagewi.org/employment-opportunities](http://www.leadingagewi.org/employment-opportunities).

Position(s) Available:

**EO-PA-604 Chief Executive Officer – Arlington Heights, WI**

Lutheran Life Communities, based in Arlington Heights, Illinois, seeks a dynamic, faith-based and values-driven leader as its next Chief Executive Officer (CEO). Lutheran Life is a faith-based, mission-driven, not-for-profit, multisite senior living organization; the 48<sup>th</sup> largest multisite provider in the country, ranked by *LeadingAge Ziegler 200*. The CEO will serve as the face of Lutheran Life Communities at the state and national level and gain a reputation as an innovative and visionary industry leader. The successful candidate will have significant multisite leadership experience, possess unwavering integrity and a successful track record in senior living.

A full job description/leadership profile can be found on the WittKieffer Candidate Portal by clicking [here](#). The Candidate Portal is also a secure, easy way to nominate a colleague, express interest, or apply for the position. Inquiries and questions concerning this search may be directed to Lisa DeSimone Arthur at 917-209-0331 or [lisad@wittkieffer.com](mailto:lisad@wittkieffer.com).

**EO-PA-605 Senior Living consultant – Middleton, WI**

Are you ready for a new challenge in your marketing career? Bring your dynamic and creative personality to Attic Angel Community with a primary focus on bringing in people to live in our community. Your people skills will be key to building relationships within the organization, referral sources and potential residents. You will execute sales plans through reporting, meetings and data collection. Additionally, you will be a key contributor on the Social Media team.

Communication/Marketing certification or equivalent experience is required. However, a related bachelor degree is preferred. Two years of experience in public relations, marketing or sales is also preferred.

With a 135 year history serving the Madison community, our reputation is second to none. We are a non-profit with a focus on serving children and elderly, our most vulnerable populations. We value work-life balance and an environment that is like family.

**EO-PA-606 Director of Finance – Middleton, WI**

Are you ready for the next step in your career? Join Attic Angel Community and drive our financial policy and overall strategy. Your ability to provide inspiring leadership is what we want when you guide a team of 4 through all financial administration, business planning and budgeting. Additionally, you will collaborate with and provide financial leadership to management, finance-related committees and Board of Directors.

What do we have to offer you? With a 135 year history serving the Madison community, our reputation is second to none. We are a non-profit with a focus on serving children and elderly, our most vulnerable populations. We are and stable organization with strong structure and Board of Directors who is not afraid to try new ideas.

Do you have what it takes? Your Accounting or Business degree and 5 years of professional accounting experience is required. However, training and experience will also be considered. Experience in the health care industry and an advanced degree and CPA are preferred.

**EO-PA-607 Nutrition & Dining Services Director/Food Service Administrator – King, WI**

**Position Summary**

Under the general supervision of the Veterans Home Administrator (Commandant), this position functions as the Director of Nutrition & Dining Services for the Wisconsin Department of Veterans Affairs' (WDVA) Veterans Home at King (VHK). The incumbent directs, implements and manages a complex interdisciplinary nutritional care system for members in long-term care, skilled nursing and assisted living facilities at VHK and the Veterans Home at Union Grove. Responsibilities include assessing the nutritional needs of members; determining available resources to meet those needs; implementing and managing the WDVA nutritional care system; operating a major central food production commissary and distribution system; and developing Nutrition & Dining Services' policies, procedures and operational goals. The position oversees and provides consultation on operations that are governed by federal and state laws, rules and guidelines, Omnibus Budget Reconciliation Act (OBRA) and Veterans Administration (VA) codes, with accountability for employee selection, training, discipline and termination.

**Time% Goals and Worker Activities**

- 50% A. Administration of the WDVA Nutrition and Dining Services Program Area**
- A1. Plan, develop and implement a comprehensive nutrition service program which meets regulatory mandates and resident rights and quality of life issues.
  - A2. Manage the operation of a centralized food preparation and distribution system to include purchasing, production, requisitioning, shipping and billing for food prepared and provided to VHK and the Veterans Home at Union Grove.
  - A3. Oversee and evaluate Quality Assurance/Performance Improvement (QAPI) studies and surveys.
  - A4. Participate on the QAPI committee, monitoring quality indicators related to nutrition services and taking corrective action as needed.

- A5. Provide expertise/consultation to dining services staff, discussing special nutrition needs and provisions of dietetic services for the members as needed.
- A6. Provide nutrition-related training to direct care staff.
- A7. Develop menus that meet the nutritional and physiological needs of the members as well as meet the requirements of federal and state laws and VA codes.
- A8. Coordinate input for menus from Clinical Dietitians, vendors, members and staff.
- A9. Develop and maintain policies, procedures and operational guidelines to maintain the highest quality service standards, in consultation with interdisciplinary and medical staff.
- A10. Develop standard operating procedures and training programs for equipment operation.
- A11. Advise remote WDVA facilities on methods for food service for optimal efficiency of operations and member satisfaction.
- A12. Work with remote WDVA facilities to ensure quality and safe delivery of dining services.
- A13. Lead monthly Member Food Advisory Committee meetings to obtain member input regarding menu planning and food selection.
- A14. When needed, investigate complaints and make operational changes to address concerns.
- A15. Provide monthly Member Food Advisory Committee meeting notes.
- A16. Develop staffing plans to maintain required staffing levels and meet workforce planning goals.
- A17. Promote teamwork between management, front-line staff, and other work units.
- A18. Direct and monitor the use of CBORD meal management computer program, ensuring accurate use of the system for production and service of meals.

**30% B. Planning and Leadership for Nutrition and Dining Services Work Unit**

- B1. Plan for a systematic evaluation and update of all areas of Nutrition & Dining Services operation to ensure consistent high-quality, cost-effective products and services.
- B2. Work with the dining services team to research and develop long-range dietary goals/plans for VHK and the Veterans Home at Union Grove.
- B3. Provide consultation and assistance in the development of a homelike dining services model and dining area design for VHK.
- B4. Collaborate with the dining services team to plan, develop and implement central kitchen renovations.

- B5. Work with the Commandant and dining services team to develop and monitor the annual operating budget for Nutrition & Dining Services.
- B6. Review monthly reporting on expenditures, supplies, and services' costs.
- B7. Review and approve detailed bid specifications for contracts and the purchase of equipment, supplies and services, food and software.
- B8. Work with vendors and manufacturer representatives to evaluate products to enhance menus and remain cost-effective.
- B9. Work with vendors and manufacturers to identify and correct quality concerns.
- B10. Guide Food Service Supervisors in monitoring and evaluating vendor performance to ensure contract and quality compliance.
- B11. Promote and teach member-oriented goals to all Nutrition & Dining Services staff, with an emphasis on member rights in diet, preferences and safety.
- B12. Provide direction and leadership to Food Service Managers, Food Service Supervisors, and Dietitians-Clinical in establishing goals and objectives.
- B13. Participate in meetings, work groups or committees as needed.
- B14. Research, analyze and recommend computer systems and/or software.

**20% C. Supervision of Nutrition and Dining Services Staff**

- C1. Participate in employee recruitment and selection activities, ensuring process provides equal opportunity for all candidates in compliance with federal and state Civil Rights laws.
- C2. Direct, assign and monitor the work of employees.
- C3. Evaluate employee performance.
- C4. Counsel staff on performance and establish improvement goals as needed.
- C5. Conduct investigations and participate in disciplinary actions, up to and including termination of employment.
- C6. Assess and respond to staff needs related to training/guiding/coaching, motivation, recognition, and career development.
- C7. Hear, investigate and settle employee grievances, in consultation with Human Resources.

**Knowledge, Skills and Abilities**

- 1. Knowledge of nutritional values of food and requirements of therapeutic diets
- 2. Knowledge of materials, methods and equipment used in nutrition and dining operations
- 3. Knowledge of federal, state and VA regulations for nutrition and dining

services in long-term care, assisted living and skilled nursing facilities

4. Ability to establish short- and long-range goals for a large nutrition and dining services program
5. Knowledge of program management principles and best practices
6. Knowledge of safety, sanitation and service procedures used in large-scale food operations
7. Skill in the use and care of institutional food service tools and equipment
8. Knowledge of budgetary management, cost control, and resource optimization practices
9. Knowledge of rules and regulations governing patient rights and confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA)
10. Ability to formulate and initiate operational plans for expansion to new facilities
11. Ability to develop and implement policies and procedures
12. Ability to develop and implement Hazard Analysis Critical Control Point (HACCP) plans
13. Ability to organize and supervise the work of employees
14. Skill in verbal, written and interpersonal communication
15. Skill in computer use, including Microsoft Office Suite or similar applications, the computerized meal management program CBORD, and scheduling/timekeeping software
16. Ability to prioritize tasks and organize workload
17. Ability to establish and maintain working relationships
18. Ability to train others in task performance, procedure and equipment use
19. Knowledge of team development and team building concepts
20. Knowledge of WDVA and WVHK policies and procedures for supervisory functions
21. Skill in recordkeeping and inventory management
22. Knowledge of Quality Assurance-Performance Improvement principles and practices
23. Skill in problem solving and conflict resolution
24. Skill in reviewing, evaluating and updating programs
25. Ability to recognize emergency situations and follow appropriate member assistance protocols

### **Preferred Qualification**

Certified Dietary Manager

**Environmental Conditions**

Conditions are those normally found in a long-term care, skilled nursing, and/or assisted living facilities and large-scale food operations.