



# Employment Opportunities

EO-102

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To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary  
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Subject: Position Available:  
Licensed Practical Nurse – Union Grove, WI  
Nurse Clinician 2 – Union Grove, WI  
Nursing Assistant 2 – Union Grove, WI

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Position(s) Available:

**EO-PA-609 Licensed Practical Nurse – Union Grove, WI**

### **Position Summary**

Under guidance of a Registered Nurse (RN), this is objective-level licensed practical nursing work. The position is responsible for providing routine direct and indirect patient care for geriatric and/or disabled members at the Wisconsin Veterans Home at Union Grove (WVHUG), working directly with members and families. The incumbent receives specific direction and assists professional-level healthcare providers in complex situations. Nursing services are provided in accordance with the State Nurse Practice Act; American Nurses Association and Gerontological Nursing Standards; federal and state statutes and administrative rules; Veterans Administration (VA) regulations; and the mission, philosophy, policies and procedures of the Wisconsin Department of Veterans Affairs (WDVA) and WVHUG. The work is characterized by technical knowledge of patient care, observation, treatments and medications. The incumbent is expected to meet specific technical nursing requirements and to make critical observations of members.

**Time%**  
60%

### **Goals and Worker Activities**

- A. Provision of Direct Patient Care
  - A1. Measure, administer and record medications as ordered by physicians or other authorized care professionals.
  - A2. Answer members' calls and perform selected nursing procedures and treatments, appropriate to Practical Nurse licensure.
  - A3. Observe and report to the RN or other authorized healthcare professionals and document each member's pertinent medical information.
  - A4. Work with healthcare team members and other care providers in evaluating, revising and updating an Individual Service Plan/Total Plan of Care.
  - A5. Assist healthcare team in implementing each member's plan of care.
  - A6. Establish and maintain therapeutic relationships with members and families, facilitating answers to questions/concerns.
  - A7. Assist in obtaining lab specimens, ensuring the specimen is sent to the appropriate lab service within the time limits specified.
  - A8. Prepare members for examinations, tests and treatments, and explain procedures.
  - A9. Provide basic direct patient care according to the Individual Service Plan/Total Plan of Care.
  - A10. Investigate and inform appropriate professional healthcare team staff of problems with members, incidents, or other unusual occurrences according to protocol, and document.
  - A11. Assist and provide guidance to lower-level nursing staff as needed.

A12. Recommend member room assignments and assist with planning for discharges in collaboration with other members of the healthcare team.

25%

B. Performance of Recordkeeping and Administrative Duties

- B1. Assist clerical staff and nursing staff in transcribing physicians' orders, completing documentation, and maintaining the accurate flow of information to the clinical record, other healthcare team staff, members and their families.
- B2. Assist RN with coordinating work of the healthcare care team on the unit.
- B3. Perform narcotic counts at the beginning of the shift and report any discrepancies to the RN and pharmacy.
- B4. Participate in and/or conduct daily shift reports.
- B5. Use the computer to enter and retrieve data from designated programs.

10%

C. Participation in the Management of Indirect Care and Maintenance of an Assigned Unit and/or Building

- C1. Assist the RN in monitoring the performance of direct and indirect nursing care duties by Nursing Assistant staff.
- C2. Advocate for members, particularly in self-determination, informed consent and treatment termination.
- C3. Organize, clean, sterilize, and maintain an adequate inventory of equipment and supplies to ensure availability.
- C4. Perform duties to help ensure a healthy member environment (e.g., general housekeeping; instruct family members in simple nursing tasks to help members; assist members with dressing, personal hygiene, mobility; examine and deliver food trays; etc.).
- C5. Assist pharmacy with drug exchange.

5%

D. Participation in Activities which Facilitate the Development and Achievement of Work Unit and Overall Facility Goals and Objectives

- D1. Establish and maintain working relationships with other staff and work units.
- D2. Participate in all mandatory in-service offerings and staff meetings.
- D3. Participate in bureau and facility committees.
- D4. Participate with colleagues in identifying and discussing ethical conflicts.
- D5. Assist with identification of nursing problems that lend themselves to research or quality assurance analysis; assist with investigation, data collection, evaluation, and resolution.

### **Special Requirements**

- licensure as a practical nurse in the State of Wisconsin
- Incumbent must work varying hours and/or overtime shifts as required.

### **Knowledge, Skills and Abilities**

1. knowledge of LPN standards of practice as outlined by the State Nurse Practice Act
2. knowledge of medical terminology, with an emphasis on nursing terminology
3. ability to collect clinical data and maintain member medical charts and history records
4. knowledge of general patient care and basic nursing procedures
5. knowledge of equipment, procedures, rules and regulations pertinent to nursing and long-term care
6. skill in use of computers, including Microsoft Office Suite or similar applications and electronic medical record systems
7. ability to assemble and use medical equipment
8. knowledge of clinical and electronic record-keeping systems
9. ability to communicate technical information to members and family members
10. ability to move, reposition and transport members
11. ability to prepare members for tests, therapies and/or treatments
12. ability to wear protective clothing and equipment
13. knowledge of WDVA and WVHUG policies, procedures, and technical manuals/instructions
14. skill in verbal and written communication
15. ability to provide individualized guidance for members and participate in their plan of care
16. knowledge of hazardous materials information and use of clinical sterilizing technique
17. knowledge of medical lab and sampling procedures
18. knowledge of drug/medication properties, administration, interactions and side effects
19. knowledge of safety and infection control practices and principles
20. knowledge of state and federal regulations related to member rights and privacy (e.g., Health Information Portability and Accountability Act (HIPAA), etc.)
21. knowledge of symptoms, nursing care and services for a wide range of injuries and illnesses specific to geriatric and disabled populations
22. ability to perform technical nursing procedures
23. skill in using team support strategies
24. ability to discern emergency situations and follow appropriate member assistance protocols
25. skill in first aid procedures
26. ability to make accurate patient observations

### **Environmental Conditions**

- exposure to bodily fluids, infectious agents, and possible bodily injury
- exposure to hazardous agents as identified by WVHUG's Material Safety Data Sheet manual

**EO-PA-610 Nurse Clinician 2 – Union Grove, WI**

**Position Summary**

Under the general supervision of the Nursing Supervisor, this professional nursing position is responsible for providing direct and indirect patient care to a mostly geriatric and/or disabled population. The incumbent provides direction to other staff in the provision and coordination of member care and monitors care given by other health team members on a unit, floor, or in a building. All activities are performed in accordance with applicable industry standards of practice, facility policies/procedures, and state and federal rules and regulations.

**Time%**

50%

**Goals and Worker Activities**

**A. Provision of Direct Member Care**

- A1. Assess and document the health status of each member.
- A2. In collaboration with other interdisciplinary team members, develop and document in the member care plan problems, goals and approaches that address member's therapeutic, spiritual, psychosocial, and rehabilitative needs using assessment data, input from the member/family, and other healthcare team members.
- A3. Chair or attend care plan or staffing meetings working with team in designing, evaluating, revising, updating, writing and communicating and implementing appropriate strategies.
- A4. Participate in and conduct shift reports and other reporting.
- A5. Coordinate and recommend member room assignments for admissions and transfers, and assist with planning for discharges in collaboration with other members of the healthcare team.
- A6. Investigate and inform the Nursing Supervisor of problems and concerns with members and/or staff and document the same.
- A7. Ensure an accurate narcotic count at the beginning of the shift and ensure accuracy of all medication functions.
- A8. Transcribe physician's orders and/or assist and collaborate with other staff in this function.
- A9. Administer medications and treatments.
- A10. Assist ancillary staff with all facets of direct member care.

40%

**B. Management of Indirect Care and Maintenance of an Assigned Unit, Floor, and/or Building**

- B1. Assist in determination or required staffing level to deliver nursing care and meet hours of care required for assigned unit, floor or shift.

- B2. In collaboration with scheduling and nursing supervision, secure and assign replacement staff as needed to maintain staffing levels.
- B3. Direct, monitor, train and serve as a resource to other technical, para-professional nursing care staff in performance of direct and indirect nursing care.
- B4. Collaborate and/or assist in-service personnel and nursing supervisors in orientation of new employees and/or provide clinical experience to students.
- B5. Direct and/or monitor maintenance of equipment and supplies according to WVH policy and procedure.

10%

C. Facilitation of the Achievement of Healthcare and Member-Service Goals

- C1. Participate in general and building-specific staff meetings, bureau and facility committees, identifying and discussing ethical conflicts, and advocating for members as appropriate.
- C2. Assist with identification of nursing problems that lend themselves to research or quality assurance analysis, and assist with investigation, data collection, evaluation and resolution.
- C3. Provide input regarding performance of technical and para-professional nursing staff and input specific to plans to correct identified problems, improve services, and/or other issues.
- C4. Develop in the professional nurse role through attendance at mandatory and other in-services, outside seminars and/or formal education programs.

**Special Requirements**

- Licensure as a Registered Nurse in the State of Wisconsin or a Nurse Licensure Compact State
- Availability to work varying hours, varying shifts, and overtime

**Knowledge, Skills and Abilities**

1. Knowledge of emerging nursing care treatments
2. Knowledge of federal, state, and Veterans Administration rules and regulations which govern healthcare facilities
3. Knowledge of general occupational safety techniques, including proper lifting techniques
4. Knowledge of general principles of anatomy and physiology
5. Knowledge of geriatric and general nursing theory, principles, standards, practices, and treatment modalities
6. Knowledge of nutrition principles and practices

7. Knowledge of pharmacology
8. Knowledge of quality assurance practices in a healthcare environment
9. Knowledge of regulations, standards, and practices related to patient rights and privacy (e.g., Health Insurance Portability and Accountability Act (HIPAA))
10. Ability to work independently and as a member of a team
11. Knowledge of safety and infection control practices and principles
12. Knowledge of team building methods
13. Knowledge of the State Nurse Practice Act
14. Knowledge of paper and electronic documentation and recordkeeping practices
15. Skill in interpersonal relations
16. Skill in problem solving
17. Skill in directing, prioritizing and organizing the activities of nursing employees, based on member care needs
18. Skill in physical assessment, nursing diagnosis, and treatments
19. Skill in written and verbal communication
20. Ability to use a variety of theoretical perspectives in providing professional nursing care
21. Ability to work as part of a multi-disciplinary patient care team
22. Ability to provide leadership and technical expertise in patient care to non-professional care providers and non-nursing staff
23. Skill in use of computers and applications, including Microsoft Office Suite or similar software, and electronic charting systems
24. Ability to use relevant theoretical perspectives to articulate the rationale for nursing actions to other healthcare professionals
25. Ability to use special equipment and protective clothing
26. Ability to provide members with assistance in mobility efforts
27. Ability to discern emergency situations and follow appropriate member-care protocols

**EO-PA-611      Nursing Assistant 2 - Union Grove, WI**

**Position Summary**

This is objective-level certified nursing assistant (CNA) work with responsibility for providing direct and indirect nursing care, in accordance with standards set by the American Nurses Association; gerontological nursing practice; federal, state and Veterans Administration (VA) regulations; and the mission, philosophy, policies and

procedures of the Wisconsin Veterans Home at Union Grove (WVHUG) and the Wisconsin Department of Veterans Affairs (WDVA). Responsibilities include providing nursing care that follows a written care plan to help meet the therapeutic, preventative, restorative, spiritual, psychosocial, cognitive, and rehabilitative needs of WVHUG members. This includes cognitive techniques to help maintain the demented member at the highest functional level. This position works as an integral part of the health care team, under the direction of licensed nursing staff, with limited supervision by a Nursing Supervisor.

<b>Time%</b>	<b>Goals and Worker Activities</b>
80%	<ul style="list-style-type: none"> <li>A. Provision of Direct and Indirect Patient Care               <ul style="list-style-type: none"> <li>A1. Plan, organize and complete daily care of members assigned.</li> <li>A2. Follow goals and approaches as indicated on the total plan of care, the CNA care plan, and the Wellness/Restorative Plan.</li> <li>A3. Establish and maintain a therapeutic relationship with members and family.</li> <li>A4. Provide information by referral to the appropriate person to share appropriate non- confidential information.</li> <li>A5. Assist members with bathing, grooming, skin care, peri care, dressing, elimination, hygiene, etc.</li> <li>A6. Encourage, assist and observe member food intake to ensure adequate hydration, good nutrition and safe consumption are maintained.</li> <li>A7. Ensure that all physician-ordered nourishments are given to members at the scheduled time and percent of consumption is recorded.</li> <li>A8. Assist with transfers, ambulation, range of motion, turning, positioning, use of wheelchairs, walkers, splints, etc., utilizing proper body mechanics.</li> <li>A9. Assist another staff person with a mechanical transfer.</li> <li>A10. Obtain, as directed by licensed staff, temperature, pulse, respirations, weight, intake and output, and specimen for lab analysis.</li> <li>A11. Ensure specimens are packaged and labeled correctly and sent to the appropriate lab service.</li> <li>A12. Administer basic treatment procedures such as application of anti-embolism or graduated pressure stockings, special shampoos or colostomy care, etc.</li> <li>A13. Assist the nurse, as directed, in caring for more critically-ill members by staying with the member when the nurse must perform other duties and implement any emergency procedures.</li> <li>A14. Assist and encourage member participation in social, recreational, religious programs and/or activities and</li> </ul> </li> </ul>



transport members to and from activities/appointments as designated.

- A15. Employ proper use of restraints and equipment, following policies and procedures regarding their use.
- A16. Recognize emergency situations, intervene within trained capabilities, and obtain other appropriate staff assistance.
- A17. Provide crisis intervention and physical control, when needed, to provide a safe and secure environment.
- A18. With respect and dignity, provide proper care for the body following death.
- A19. Utilize infection control practices including hand washing, aseptic techniques, isolation procedures, universal precautions, and observing policies and procedures for cleaning equipment and work areas.
- A20. Participate in group planning and completion of general unit routines and procedures.
- A21. Provide information for daily shift reports and other reports and conferences as designated.
- A22. Participate in the planning for and initiating of member admissions, transfers and discharges, in collaboration with other members of the health care team.
- A23. Observe for and inform the licensed nursing staff of significant condition changes in member health status and/or problems with other staff, and document on the appropriate form or computer program.
- A24. Record pertinent facts and observations regarding physical, emotional and behavioral condition of members on the appropriate forms or in the appropriate computer program.
- A25. Assist new members and families with orientation to the unit facility.

10%

B. Maintenance of Assigned Unit to Provide a Therapeutic Environment

- B1. Assist member and/or maintain member's room in a neat, clean and safe condition.
- B2. Assist with keeping the general unit neat, clean and safe.
- B3. Stock linens and supplies; care for and clean equipment; procure and use equipment and supplies in a cost effective manner.
- B4. Complete safety and/or security checks in accordance with facility/unit policy and procedures.
- B5. Report items needing repair and/or replacement and those which are potential safety/fire hazards.
- B6. Assist the resident counselor in taking inventory of member's personal items as designated.

- 10% C. Facilitation of the Development and Achievement of Facility Goals and Objectives
- C1. Establish positive relationships with other staff and departments that facilitate the efficient operation of the unit and ensures quality service to members.
  - C2. Participate in all mandatory in-service offerings and in unit/building/shift specific staff meetings.
  - C3. Participate, voluntarily or as assigned, in bureau and facility committees.
  - C4. Participate with colleagues in identifying and discussing ethical issues.
  - C5. Assist with identification of nursing problems that lend themselves to quality assurance performance improvement (QAPI).
  - C6. Assist with QAPI data collection, evaluation and resolution of identified problems.
  - C7. Continue to develop in the certified nursing assistant role by attending seminars, in-service programs or other formal education.
  - C8. Share and utilize knowledge gained through these programs to improve personal and facility member care.
  - C9. Upon request, provide input regarding performance evaluations of other nursing staff.
  - C10. Assist in the orientation and mentoring of new nursing assistants to the unit by providing information about unit routines and working directly with new and/or orienting employees.

#### **Knowledge, Skills and Abilities**

1. Knowledge of rules, regulations and procedures pertinent to nursing care
2. Knowledge of equipment and materials pertinent to nursing care
3. Knowledge of the rules and regulations governing patient rights and confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA)
4. Skill in use of computers, including Microsoft Office Suite or similar applications, electronic recordkeeping systems, and reporting and communications programs
5. Knowledge of techniques for dealing with an elderly patient population of varying physical, mental and emotional abilities
6. Knowledge of redirection and validation techniques
7. Knowledge of safety, security and emergency protocols at WWHUG
8. Knowledge of geriatric care and treatment issues
9. Knowledge of patient charting and record keeping principles and practices
10. Knowledge of infection control and safety principles

11. Skill in verbal and written communication
12. Skill in organizing and prioritizing workload/member needs
13. Skill in observation and basic monitoring of members
14. Ability to work as part of a multi-disciplinary patient care team
15. Ability to carry out light housekeeping functions in assisting patients with daily living activities
16. Ability to discern emergency situations and follow appropriate member assistance protocols
17. Ability to maintain supplies and take inventory
18. Ability to maintain accurate and clear patient health information

### **Physical Requirements**

Job duties require the ability to provide patients with assistance in mobility efforts, positioning or repositioning; perform transfers and mechanical lifts/transfers; maintain hygiene, use special safety equipment, and wear protective clothing; lift, carry, push, pull and reach; work standing, sitting, kneeling or in squatting positions; and stand and/or walk, up to 75 percent of eight-hour day.

### **Special Requirements**

- Must have current certification as a Nursing Assistant in the State of Wisconsin
- Must work varying hours and/or overtime shifts as required
- Must be 18 years of age on or before the effective date of the appointment, to perform mechanical lifts
- Environmental Conditions
- Conditions are those normally found in a long-term health care facility. Exposure to cigarette smoke