

Employment Opportunities

EO-286

June 22, 2022

“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:

- Director of Nursing – Cedarburg, Wisconsin
- Nurse Manager/Administrator – Dodgeville, Wisconsin
- CBRF Manager – Kenosha, Wisconsin

EO-866 Director of Nursing – Cedarburg, Wisconsin

Lasata Senior Living Campus is looking for a strong clinical leader as the Director of Nursing for our 120-bed skilled nursing facility. Lasata is owned by Ozaukee County and offers a continuum of care with independent senior apartments, RCAC and skilled nursing care. Lasata is located in beautiful Cedarburg WI, 20 minutes north of North Milwaukee. Interested candidates can [apply online here](#).

EO-867 Nurse Manager/Administrator – Dodgeville, Wisconsin

CrestRidge Senior Living is managed locally by ElderSpan Management, LLC. ElderSpan, founded in 1995, is a Wisconsin family-owned company with a culture and history built on taking remarkable care of its residents and gifted employees. Many of our employees have been in place for more than five years!

Due to a retirement, we have a rare opportunity for a compassionate, highly motivated, hands-on leader to join our team in Dodgeville, Wisconsin. We are searching for the next Nurse Manager / Administrator of CrestRidge Senior Living, a 40 unit campus that provides exceptional care to seniors and their families. This position is responsible for the daily operations of 16 Memory Care units and 24 Assisted Living units.

We recognize the extraordinary efforts of our staff members and we empower them to succeed in their job and in life by providing:

- Above-average industry base wages
- Flexible scheduling to promote work/life balance
- Career growth and planning for all staff members
- Commitment to multiple retention initiatives
- Paid Training
- Benefits including:
 - Health Insurance
 - Dental Insurance
 - Vision and Hearing Plans
 - Generous Paid Time Off
 - Company contributions to 401k retirement account
 - Complimentary Financial Planning services

Key responsibilities include:

- Staff hiring, orientation, scheduling and evaluation
- Building effective community relationships
- Maintaining an effective marketing presence
- Prospective resident assessments and admissions
- Oversee resident plans of care
- Effective communication with resident families
- Adherence to an annual budget
- Compliance with state CBRF regulations

Preferred Qualifications:

- RN or LPN license
- Ability to be on-call on a scheduled basis
- Three or more years working with seniors
- Healthcare and/or Business-related experience or coursework

APPLY TODAY! <https://jobs.localjobnetwork.com/j/67169695> (Keyword Search: Nurse, RN, LPN, Nursing, Healthcare Administration, Administrator, Manager, Registered Nurse, Executive Director)

EO-868 CBRF Manager – Kenosha, Wisconsin

GENERAL SUMMARY

Under the general direction of the Brookside Administrator, responsible for providing supervision of operations, admissions and care of the residents of Willowbrook Assisted Living.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Continually evaluate compliance with all rules and regulations governing community based residential facility in Wisconsin, Chapter 83 and Wisconsin State Statute Chapter 50 by developing and maintaining policies and procedures for Willowbrook.

- Ensures compliance with county, state and federal ordinances, statutes, codes, rules, regulations and policies regarding operating a CBRF.
- Maintains census levels at budgeted level or above.
- Control cost expenses in all areas.
- Perform admission assessment and coordinate admissions, transfers, and discharge planning.
- Monitor annually and more frequently if necessary, a resident's financial status and continued ability to support payment and initiate discharge planning for those who need more services or who no longer have the financial ability to pay.
- Determine service plans for residents, assists residents in public assistance applications and complete pre-admission assessments.
- Conducts tours of facility and markets facility.
- Hire, schedule and provide direct supervision and training to staff and evaluate performance.
- Participate in annual budget planning and closely monitor budget revenues and expenses to meet budget expectations.
- Coordinates food, activity, housekeeping, laundry and maintenance with department managers.
- Maintains a qualified and trained work force to care for the varied needs of the residents by teaching CBRF courses to new staff
- Convene a resident advisory meeting upon request of Willowbrook residents.
- Evaluate and measure client service satisfaction on a regular basis.
- Participate in Leading Age Echelon program to meet or exceed service expectations and quality of care and remain current and knowledgeable in the assisted living field.
- Coordinate community outreach programs, activities, and attend when able
- Oversees and implements effective marketing campaigns and tools as necessary to maintain census levels.
- Has twenty-four (24) hour responsibility for development, coordination and evaluation of care.
- Communicates with residents and their families with status updates and coordinates plans with families, guardians and community contacts.
- Develop care plans and oversee and assist with personal care and activities as needed.
- Train Willowbrook staff and ensures that all RA's have CBRF certification and remain current in training and education as well as annual reviews
- Coordinates medical and pharmaceutical needs.
- Communicate with pharmacy regarding medication changes, non-covered medications, etc.
- Responds to client emergencies.
- Represents Willowbrook in a positive and professional manner always.
- Functions as a member of the Brookside Community team.
- Performs any and other related duties, including responding to an emergency event.
- Ensures that all relevant and required documentation is maintained for residents and licensure.
- Maintains a home-like and community environment.
- On Call rotation is required.
- Other duties as required or assigned

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School Diploma or GED
- Experience with older adults or desire to serve older adults in a care-giving role
- Or any combination of education, training, and experience which provides the knowledge, skills, and abilities necessary to perform the job.

PREFERRED ENTRANCE QUALIFICATIONS

Education and Experience

- Associates or Bachelor's Degree in related field
- Prior experience managing an Assisted Living
- Experience with dementia
- Prior experience in a nursing home or hospital

Licenses or Certifications

- Currently listed in good standing on the Wisconsin Nurse Aide Registry preferred but not required
- Valid driver's license and acceptable driving record

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Knowledge of and ability to access community resources
- Knowledge of program development, implementation and evaluation.
- Knowledge and ability to develop and administer program policies and procedure.

Skill in:

- Communicating both verbally and in writing
- Use of computer software including Microsoft Office Outlook (mail and calendar functions), Word, and Excel

Ability to:

- Maintain confidentiality requirements
- Ability to organize and supervise the work of others
- Ability to fulfill physical demand of job, sensory demands, (seeing and hearing) and cognitive demands (concentration, conceptualization, and memorization)
- Ability to present oneself to others as knowledgeable, open, pleasant, and professional.
- Work with physicians, nurses, attendants, residents, and the general public
- Communicate effectively with residents, family members or responsible parties, physicians, and others as required

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment			X
In the community (homes, businesses, etc.)		X	

Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds		X	
Communicable diseases			X
Bodily fluids (blood, urine, etc.)			X
Infectious waste			X
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, stooping, bending, stretching, squatting
- Must be able to stand/walk for up to 70% of the work day
- Must be able to lift and carry up to 25 lbs. frequently and 50 lbs. occasionally

The successful candidate for this position will be required to comply with the Center for Medicare & Medicaid regulations and Brookside Care Center's Mandatory Vaccination Policy requiring COVID-19 vaccinations in healthcare facilities. Proof of vaccination will be required as a condition of employment unless an individual obtains an approved medical or religious exemption.

Interested candidates can apply directly online at: www.kenoshacounty.org

Kenosha County, WI is an Equal Opportunity Employer.