

Employment Opportunities

EO-451

June 11, 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-1043 Director of Nursing – Madison, Wisconsin

POSITION OVERVIEW

The Director of Resident Care Services plans, organizes, develops, and directs the overall operation of the skilled nursing department and facility to meet and exceed federal and state regulations, requirements, policies, and procedures. They are accountable for: communicating effectively to nursing staff, interdisciplinary team members, peers, and/or executive team professionals. Accepting 24-hour a day accountability for clinical cares delivered, the Director of Resident Care Services collaborates with the care delivery team both internally and externally, acting as the clinical liaison to acute care providers, physicians, families, and residents/clients.

This position reports to the Campus Executive Director/Nursing Home Administrator.

CORE VALUES

Fully embraces a culture of hospitality and teamwork by living the Oakwood Core Values:

- **Compassion:** We care deeply about the people we serve and the people we work with on a daily basis. We work together to help one another.
- **Faith:** We have a commitment to remain true to the vision and mission of Oakwood.
- **Inclusion:** We include everyone. We welcome opinions and strive to consider different perspectives to create fair, welcoming, and accessible experiences for all.
- **Integrity:** We work to be transparent and fair. We act with honor and respect for our residents, their families, and our co-workers.
- **Dedication:** We care about the people we serve and work with on a daily basis. We are dedicated to providing superior service to one another and our community.

ESSENTIAL RESPONSIBILITIES (including but not limited to)

- Supervises the following clinical staff members to include but not limited to: Care Coordinator, scheduler, unit secretary, RN, LPN, medication administration assistant, and CNA positions.
- Provides leadership of the nursing department with emphasis on improved methods of clinical improvement; empowering staff to be creative, to offer input into the decision-making process, and to develop as an accountable member of the Oakwood team. Communicates clearly utilizing electronic, written, and verbal methods.
- Coordinates the use of resources to ensure that resident care plans are carried out in an efficient and effective manner to meet the physical, psychological, and quality of life needs of residents at diverse levels of wellness. Develops an effective, systematic communication method for staff, residents, and families to ensure that quality outcomes are achieved in an environment of respect that meets the needs of our customers. Collaborates with the Interdisciplinary Team to investigate and follow through with resident or family concerns. Collaborates with the Interdisciplinary Team and Human Resources to investigate and address workforce related performance issues.
- Ensures ongoing compliance with federal, state and local regulations and requirements, remaining current with changes in the clinical, ethical, regulatory, and reimbursement environment to ensure established professional standards and best practices are integrated through nursing education, with QI monitoring. Participates as nursing department representative in survey activity through the Division of Quality Assurance, actively involved in related survey activity.
- Coordinates the preparation of the departmental budget in conjunction with the Administrator, including nursing staffing labor allocation and staffing, and plans for implementation, communicates budget guidelines to the nursing department, and oversees to ensure compliance within established budgetary parameters.
- Develops and implements specific nursing departmental policies and procedures, and participates in Oakwood Village Organizational policy and procedure development and implementation as needed.
- Participates in development of specific objectives and annual and as needed goal setting, and leads the development process within the nursing department, utilizing an established systematic approach to implement, monitor, assess, and evaluate nursing department objectives as leader of the integrated nursing team.
- Member of the QAPI Committee, and leads the nursing department internal Quality Improvement Team to ensure ongoing service improvement. Develops initiatives and implements PDSA using multi-level nursing work groups to accomplish/assess goals. Educate the nursing team about QAPI process, identify opportunities for improvement and strengths, determine QI initiatives and establish nursing departmental work groups to integrated staff levels to address issues identified. Prepare QAPI reporting for the nursing department and report findings to meet the needs of Oakwood.
- Provides guidance and coaching to staff members as indicated, participates in care related investigations, collaborates with solution finding, provides follow up education to team, and completes corrective actions as needed in collaboration with Human Resources and the Administrator. Provides oversight supervision to the Nurse Educator and assists with development of orientation planning, and programmed educational offerings provided to the nursing team.
- Develops working relationships with outside professionals, colleagues, residents and families. Participates in family meetings, work groups internally and within the care provider community, and shares information among the clinical care team.

- Collaborates with Human Resources and Administrator to ensure appropriate staffing patterns are met to meet the needs of the residents, and directs and supervises the Nursing Scheduler in filling and assigning nursing staff.
- Fully supports and practices confidentiality in all resident related and staff related actions, following HIPAA guidelines, educating nursing staff as needed, and maintaining information obtained or gathered with respect to privacy.
- Completes other duties as needed and assigned to meet the ever-changing needs of the residents and Oakwood Village and adjusts work schedule as needed.

ESSENTIAL QUALIFICATIONS

- Proven track record of being trustworthy, dependable and ethical with wiliness to accept suggestion and direction.
- Possesses a genuine caring and ability to relate well to residents and families.
- Provides effective leadership to build and maintain teamwork among department.
- Performs job responsibilities in a professional, accurate, and conscientious manner.
- Maintains and protects the confidentiality of information.
- Demonstrates excellent oral and written communication, empathy and human relation skills.
- Plans, organizes, and prioritizes projects during their workday with the ability to reprioritize as needed.
- Effectively works independently with little supervision in a fast-paced, multi-faceted work environment.
- Working knowledge of Windows-based operating systems and EMRs.
- Strong knowledge base and experience with Medicare, HMO's and private insurance related to therapy provision in a Life Plan Community. Well-developed written and oral communication skills, with ability to share information with individuals at varied educational levels and identify needs to be acted upon. Ability to work with Microsoft Office Suite and communicate via electronic, written, and verbal methods to staff at varied levels of experience and education.
- Demonstrates understanding of the financial outcomes and ability to communicate, direct, and support budgetary compliance within the nursing department and as a member of the leadership team.
- Proven leadership skills with demonstrated ability to team build, empower, teach, coach, train, and develop nursing staff confidence and skill. Ability to utilize skill in selection and hiring for open positions or promotions.
- Understanding of Quality Improvements within the long-term care environment with experience integrating established improvement methods, developing systems for workforce empowerment, monitoring and organizational learning into daily practice to promote consistent quality outcomes.

EXPERIENCE, EDUCATION, AND/OR TRAINING

- Unencumbered license to practice as a registered nurse in the state of Wisconsin.
- Graduate of an accredited school of nursing, a BSN or MSN is preferred, with a minimum of five years progressive long-term care nursing experience, including a minimum of three years in a nursing management or leadership position in skilled care. Excellent assessment and clinical skills. Knowledge of current regulatory and best practices in long-term care required.

- At least three years of supervisory experience in a nursing environment.

PHYSICAL/ENVIRONMENTAL/MENTAL REQUIREMENTS

Activity (hours per day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Sitting			X	
Standing			X	
Walking			X	
Bending/Kneeling		X		
Reaching above the shoulders		X		
Push/pull/lift up to 25 pounds			X	
Push/pull/lift 26 - 50 pounds		X		
Push/pull/lift 51+ pounds		X		
Computer use / keyboarding				X

Environmental Conditions	Never	Occasionally	Frequently	Constantly
Low Temperatures	X			
High Temperatures	X			
Outdoor elements such as precipitation and wind	X			
Noisy environments		X		
Hazardous conditions		X		
Poor ventilation	X			
Small and/or enclosed spaces		X		
Exposure to infectious diseases		X		
No adverse environmental conditions expected				X

Mental requirements:

Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to complete tasks in situations that have a speed or productivity quota.

Oakwood Village will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual’s physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Oakwood Village’s business operations.

Interested candidates can apply directly on the [Oakwood Village website](#).