



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Social Wellness Manager

LOCATION: Park View Health Center

HIRING RANGE: \$74,962 - \$83,291/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

June 27 2022

POSITION TITLE: Social Wellness Manager

DEPARTMENT: Park View Health Center

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Plans, develops, organizes, and directs the overall operation of both the Activity and Social Services departments in accordance with all federal and state regulations and Park View Health Center mission, policies and procedures. Assures the emotional and social needs of the residents are attained or maintained in accordance with the comprehensive assessment and are designed to meet the interests and the physical, mental and psychosocial well-being of each resident.

ESSENTIAL FUNCTIONS:

1. Develops, implements, and evaluates department procedures, policies, guidelines, and implements legislative and regulatory changes that relate to activity and social services and facility practices, the safety and welfare of residents and protection of resident rights.

2. Manages financial resources for the departments; prepares annual operating and capital equipment budgets for both departments; monitors progress throughout the year; and analyzes productivity, purchasing practices, and cost of services for both departments. Participates in planning and budgeting for the departments and the evaluation of the efficiency of Activity and Social Services operations within budgetary limits.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Directs the process of selection, orientation, development, evaluation and retention of Activity and Social Services staff.
2. Manages a scheduling plan that ensures appropriate staffing levels and maximizes staff utilization to ensure the resident's needs are met.
3. Actively participates in coverage of resident caseload in absence of neighborhood Activity Specialists and Social Workers.
4. Oversees admission process working in collaboration with Admissions Coordinator to review and facilitate appropriate admissions into the facility. In absence of Admissions Coordinator, serves as primary contact and facilitator of admissions.
5. Oversees coordination of the Volunteer Ombudsman Program, and Resident and Family Councils.
6. Oversees the Volunteer Program including recruitment, screening, interviewing, orientation, placement, scheduling, and evaluation of volunteers.
7. Serves as the facility's Grievance Official ensuring all allegations of resident treatment and resident/family concerns are investigated and addressed thoroughly in a timely manner.
8. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Administrator.
2. Supervises Social Worker – Medical, Admissions Coordinator, Activity Specialist – Lead, Activity Specialists.
3. Works with PVHC department managers, RN supervisors, Administrative Coordinator, residents and families, volunteers, and community organizations.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher from an accredited institution of higher learning in Social Work or a related field required with a current valid Wisconsin license in Social Work preferred.
2. A minimum of four years' clinical experience, including substantial experience in long-term care social work preferred, with preferable managerial or supervisory experience.
3. Valid driver's license with access to a vehicle and must produce evidence of exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.
4. Must be CPR certified or obtain certification within 2 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the unique treatment needs of residents with mental illness, developmental disabilities, dementia or other special needs.
2. Exposure to and familiarity of long-term care recreational programs.
3. Ability to work tactfully and effectively with personnel, residents, family members, visitors, volunteers, government agencies, health care agencies, and the general public.
4. Ability to seek out new methods and principles and be willing to incorporate them into existing Activity and Social Services.
5. Thorough knowledge of the Federal and State regulations and the long-term care survey process.
6. Knowledge of staff management, training, supervision and evaluation techniques.
7. Ability to work a flexible schedule as workload dictates, including availability for phone calls outside normal office hours.
8. Strong written and verbal communication skills including listening skills.
9. Computer skills including facility with Microsoft Office applications and ability to learn and use scheduling and electronic medical record software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position, but must also have ability to move freely throughout the building and grounds.
2. Ability to function in situations encountered in a normal health care setting which serves residents with special needs (psychiatric, developmentally disabled, and skilled nursing care).
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.