



OFFICIAL NOTICE AND AMENDED AGENDA

Notice is hereby given that the **Executive Committee** of the **North Central Community Services Program Board** will hold a meeting at the following date, time and location shown below.

Thursday, October 20, 2022 at 3:00 PM
North Central Health Care – Wausau Board Room
1100 Lake View Drive, Wausau WI 54403

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:

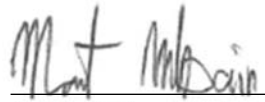
Phone Number: 1-408-418-9388 **Access Code:** 2498 424 8081 **Password:** 1234

AMENDED AGENDA

1. Call to Order
2. Public Comments (15 Minutes)
3. Approval of October 6, 2022 Executive Committee Meeting Minutes
4. Educational Presentations/Outcome Monitoring Reports
 - a. Executive Director Report
 - b. September Financials – G. Olsen
 - c. Budget Process – G. Olsen
 - d. Schedule of Meetings through Year End – M. McBain
5. Discussion and Possible Action
 - a. Extension of Interim Executive Director Limited Term Employment Agreement – M. McBain
 - b. Expansion of Services in Langlade County
 - c. Weekend Warrior Program – J. Nickel
 - d. Interview Committee for Managing Director of Community Programs
 - e. Disposition of Donated Funds for Clubhouse
 - f. **Nursing Home Bed Licensure**
6. Motion to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Organizational Structure and Evaluation of Certain Positions/Incumbents within NCHC and Recruitment Strategy for Managing Director of Community Programs and Executive Director
7. Motion to Return to Open Session (Roll Call Vote Unnecessary) and Possible Announcements and/or Action Regarding Closed Session items
8. Next Meeting Date & Time, Location, and Future Agenda Items
 - a. Next Meeting: Thursday, November 3, 2022 in the North Central Health Care Wausau Board Room
9. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative Office at 715-848-4405. For TDD telephone service call 715-845-4928.

NOTICE POSTED AT: North Central Health Care
COPY OF NOTICE DISTRIBUTED TO:
Wausau Daily Herald, Antigo Daily Journal, Tomahawk Leader,
Merrill Foto News, Langlade, Lincoln & Marathon County Clerks Offices


Presiding Officer or Designee

DATE: 10/19/2022 TIME: 1:00 PM BY: D. Osowski

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

October 6, 2022

3:00 p.m.

NCHC Board Room

Present: X Kurt Gibbs X Lance Leonhard X Robin Stowe
X(WebEx) Cate Wylie

Staff Present: Mort McBain, Gary Olsen

Call to Order

- Meeting was called to order at 3:00 p.m. by Chair Gibbs.

Approval of September 22 and 29, 2022 Executive Committee Meeting Minutes

- Lance/robin. Carried.

Educational Presentations/Outcome Monitoring Reports

- Executive Director Report – M. McBain
 - No executive report.

Closed Session

- **Motion**/second, Stowe/Leonhard, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Organizational Structure and Evaluation of Certain Positions/Incumbents within NCHC and Recruitment Strategy for Executive Director. Roll call taken. All indicated aye. Motion carried. Meeting convened in closed session at 3:03 p.m.

Return to Open Session and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Stowe/Wylie, move to open session at 3:51 p.m. Motion carried.
- **Motion**/second, Leonhard/Stowe, to adopt the organizational chart developed by the NCHC staff and as presented to the committee effective 10/16/2022. Motion carried.
- **Motion**/second, Wylie/Stowe, to finalize the job description for Managing Director of Community Programs by October 12, 2022 and begin immediate recruitment to fill the position. Motion carried.

Next Meeting Date & Time, Location and Future Agenda Items

- Next Meeting: Thursday, October 20, 2022 at 3:00 p.m. at NCHC Wausau Board Room
- Future Agenda Items: Expansion of services in Langlade County and signage for Lincoln County nursing home

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn the meeting at 4:02 p.m. Motion carried.

North Central Health Care
Programs by Service Line
For the Period Ending September 30, 2022

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
BEHAVIORAL HEALTH SERVICES								
Adult Behavioral Health Hospital	4,873,772	4,927,849	(54,077)	4,971,851	5,238,810	266,959	(98,079)	212,882
Adult Crisis Stabilization Facility	1,089,190	1,071,471	17,720	1,148,052	1,121,448	(26,604)	(58,862)	(8,885)
Lakeside Recovery MMT	193,543	-	193,543	195,831	171,819	(24,012)	(2,288)	169,531
Youth Behavioral Health Hospital	1,078,208	1,305,306	(227,098)	2,300,611	2,259,997	(40,614)	(1,222,403)	(267,711)
Youth Crisis Stabilization Facility	742,341	803,471	(61,130)	665,200	741,306	76,106	77,142	14,977
Crisis Services	1,695,560	2,189,998	(494,438)	2,039,227	2,634,507	595,281	(343,666)	100,843
Psychiatry Residency	192,296	265,649	(73,354)	237,356	353,229	115,874	(45,060)	42,520
	9,864,911	10,563,743	(698,833)	11,558,127	12,521,116	962,989	(1,693,217)	264,156
COMMUNITY SERVICES								
Outpatient Services (Marathon)	3,379,521	4,104,854	(725,333)	4,320,090	4,828,713	508,623	(940,569)	(216,711)
Outpatient Services (Lincoln)	820,899	862,189	(41,290)	580,164	690,773	110,609	240,735	69,319
Outpatient Services (Langlade)	662,950	747,000	(84,049)	489,701	534,631	44,930	173,250	(39,119)
Community Treatment Adult (Marathon)	3,994,221	4,170,523	(176,302)	3,806,231	4,142,470	336,238	187,990	159,937
Community Treatment Adult (Lincoln)	615,812	787,013	(171,201)	653,962	713,289	59,327	(38,149)	(111,873)
Community Treatment Adult (Langlade)	237,828	524,937	(287,108)	315,590	478,858	163,268	(77,762)	(123,841)
Community Treatment Youth (Marathon)	3,882,074	4,321,847	(439,773)	3,756,866	4,301,022	544,157	125,208	104,384
Community Treatment Youth (Lincoln)	1,253,837	1,434,536	(180,699)	1,172,565	1,365,109	192,544	81,272	11,845
Community Treatment Youth (Langlade)	912,514	1,260,320	(347,806)	882,514	1,075,362	192,849	30,000	(154,957)
Community Corner Clubhouse	129,643	134,133	(4,490)	206,433	236,984	30,551	(76,790)	26,061
	15,889,300	18,347,352	(2,458,052)	16,184,115	18,367,211	2,183,096	(294,815)	(274,956)
COMMUNITY LIVING								
Adult Day Services (Marathon)	553,714	579,283	(25,568)	460,736	525,123	64,386	92,978	38,818
Prevocational Services (Marathon)	390,079	430,788	(40,709)	576,726	543,270	(33,456)	(186,647)	(74,165)
Lincoln Industries	1,020,927	452,799	568,127	1,132,166	786,774	(345,392)	(111,239)	222,736
Day Services (Langlade)	367,591	264,330	103,261	264,146	291,687	27,541	103,445	130,802
Andrea St Group Home	480,256	394,790	85,466	394,023	352,479	(41,543)	86,233	43,923
Chadwick Group Home	482,127	386,394	95,734	379,327	373,326	(6,001)	102,801	89,733
Bissell Street Group Home	465,392	486,648	(21,256)	309,998	379,068	69,070	155,395	47,814
Heather Street Group Home	448,693	371,797	76,896	365,670	322,073	(43,596)	83,024	33,300
Jelinek Apartments	714,759	654,863	59,895	616,347	609,789	(6,558)	98,412	53,338
River View Apartments	592,548	556,022	36,527	468,659	644,561	175,902	123,889	212,429
Forest Street Apartments	203	-	203	2,308	-	(2,308)	(2,105)	(2,105)
Fulton Street Apartments	222,873	207,893	14,980	295,218	243,985	(51,233)	(72,345)	(36,253)
Riverview Terrace	267,498	267,268	230	303,455	239,398	(64,057)	(35,957)	(63,827)
Hope House (Sober Living Marathon)	6,257	681	5,576	49,050	51,138	2,089	(42,792)	7,665
Homelessness Initiative	145	-	145	13,097	21,225	8,128	(12,952)	8,273
Sober Living (Langlade)	31,358	30,552	805	35,004	79,042	44,038	(3,646)	44,843
	6,044,422	5,084,108	960,314	5,665,929	5,462,940	(202,989)	378,493	757,324
NURSING HOMES								
Mount View Care Center	15,658,870	16,633,889	(975,019)	16,258,079	16,546,602	288,523	(599,208)	(686,496)
Pine Crest Nursing Home	9,503,778	8,958,172	545,605	9,988,782	9,827,070	(161,712)	(485,004)	383,893
	25,162,648	25,592,061	(429,414)	26,246,861	26,373,671	126,811	(1,084,213)	(302,603)
Pharmacy	5,917,696	6,038,655	(120,959)	6,187,708	5,544,169	(643,539)	(270,013)	(764,499)
OTHER PROGRAMS								
Aquatic Services	933,449	897,097	36,351	1,066,916	1,064,266	(2,649)	(133,467)	33,702
Birth To Three	254,526	300,000	(45,474)	259,720	300,000	40,280	(5,194)	(5,194)
Adult Protective Services	647,258	596,815	50,443	606,252	597,088	(9,164)	41,006	41,279
Demand Transportation	322,155	380,807	(58,652)	361,107	276,473	(84,634)	(38,952)	(143,287)
	2,157,387	2,174,720	(17,333)	2,293,995	2,237,828	(56,167)	(136,608)	(73,500)
Total NCHC Service Programs	65,036,363	67,785,638	(2,749,275)	68,136,735	69,790,451	1,653,716	(3,100,372)	(1,095,559)

North Central Health Care
Fund Balance Review
For the Period Ending September 30, 2022

	<u>Marathon</u>	<u>Langlade</u>	<u>Lincoln</u>	<u>Total</u>
YTD Appropriation (Tax Levy) Revenue	3,585,904	172,640	692,343	4,450,886
Total Revenue at Period End	46,902,660	3,317,476	14,816,227	65,036,363
County Percent of Total Net Position	72.1%	5.1%	22.8%	
Total Operating Expenses, Year-to-Date	49,340,782	3,370,071	15,425,883	68,136,736
Share of Operating Cash	3,908,014	276,418	1,234,515	5,418,947
Days Cash on Hand	22	22	22	22
Minimum Target - 20%	13,157,542	898,686	4,113,569	18,169,796
Over/(Under) Target	(9,249,528)	(622,268)	(2,879,054)	(12,750,849)

North Central Health Care
Review of Services in Marathon County
For the Period Ending September 30, 2022

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	3,379,521	4,104,854	(725,333)	4,320,090	4,828,713	508,623	(940,569)	(216,711)
Community Treatment-Adult	3,994,221	4,170,523	(176,302)	3,806,231	4,142,470	336,238	187,990	159,937
Community Treatment-Youth	3,882,074	4,321,847	(439,773)	3,756,866	4,301,022	544,157	125,208	104,384
Day & Prevocational Services	943,794	1,010,071	(66,277)	1,037,463	1,068,393	30,930	(93,669)	(35,347)
Clubhouse	129,643	134,133	(4,490)	206,433	236,984	30,551	(76,790)	26,061
Homelessness Initiative	145	-	145	13,097	21,225	8,128	(12,952)	8,273
Hope House Sober Living	6,257	681	5,576	49,050	51,138	2,089	(42,792)	7,665
Riverview Terrace	267,498	267,268	230	303,455	239,398	(64,057)	(35,957)	(63,827)
Demand Transportation	322,155	380,807	(58,652)	361,107	276,473	(84,634)	(38,952)	(143,287)
Aquatic Services	933,449	897,097	36,351	1,066,916	1,064,266	(2,649)	(133,467)	33,702
Pharmacy	5,917,696	6,038,655	(120,959)	6,187,708	5,544,169	(643,539)	(270,013)	(764,499)
Mount View Care Center	15,658,870	16,633,889	(975,019)	16,258,079	16,546,602	288,523	(599,208)	(686,496)
	35,435,323	37,959,826	(2,524,502)	37,366,495	38,320,853	954,358	(1,931,172)	(1,570,144)
Shared Services								
Adult Behavioral Health Hospital	3,643,698	3,683,841	(40,143)	3,690,747	3,888,918	198,171	(47,050)	158,028
Youth Behavioral Health Hospital	800,298	968,879	(168,581)	1,707,810	1,677,661	(30,149)	(907,512)	(198,730)
Residency Program	142,746	197,199	(54,453)	176,196	262,212	86,016	(33,449)	31,564
Crisis Services	1,398,556	1,650,887	(252,331)	1,513,776	1,955,670	441,894	(115,220)	189,563
Adult Crisis Stabilization Facility	808,537	795,383	13,154	852,232	832,483	(19,749)	(43,695)	(6,595)
Youth Crisis Stabilization Facility	551,061	596,440	(45,378)	493,797	550,293	56,496	57,264	11,118
Lakeside Recovery MMT	143,673	-	143,673	145,371	127,546	(17,825)	(1,698)	125,848
Residential	3,309,081	2,970,635	338,446	2,750,288	2,841,331	91,043	558,793	429,489
Adult Protective Services	479,536	442,091	37,445	450,038	443,236	(6,802)	29,498	30,643
Birth To Three	190,150	224,123	(33,973)	194,031	224,123	30,092	(3,881)	(3,881)
	11,467,337	11,529,478	(62,141)	11,974,287	12,803,474	829,187	(506,950)	767,046
Excess Revenue/(Expense)	46,902,660	49,489,304	(2,586,644)	49,340,782	51,124,327	1,783,545	(2,438,122)	(803,098)

North Central Health Care
Review of Services in Lincoln County
For the Period Ending September 30, 2022

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	820,899	862,189	(41,290)	580,164	690,773	110,609	240,735	69,319
Community Treatment-Adult	615,812	787,013	(171,201)	653,962	713,289	59,327	(38,149)	(111,873)
Community Treatment-Youth	1,253,837	1,434,536	(180,699)	1,172,565	1,365,109	192,544	81,272	11,845
Lincoln Industries	1,020,927	452,799	568,127	1,132,166	786,774	(345,392)	(111,239)	222,736
Pine Crest Nursing Home	9,503,778	8,958,172	545,605	9,988,782	9,827,070	(161,712)	(485,004)	383,893
	13,215,252	12,494,710	720,543	13,527,638	13,383,014	(144,623)	(312,385)	575,919
Shared Services								
Adult Behavioral Health Hospital	780,958	789,223	(8,265)	759,875	800,675	40,801	21,083	32,536
Youth Behavioral Health Hospital	164,682	199,391	(34,709)	351,615	345,408	(6,207)	(186,933)	(40,916)
Residency Program	29,390	40,601	(11,211)	36,276	53,986	17,710	(6,887)	6,499
Crisis Services	180,349	320,598	(140,248)	311,666	402,646	90,980	(131,317)	(49,268)
Adult Crisis Stabilization Facility	166,467	163,759	2,708	175,463	171,397	(4,066)	(8,996)	(1,358)
Youth Crisis Stabilization Facility	113,456	122,799	(9,343)	101,666	113,298	11,632	11,790	2,289
Lakeside Recovery MMT	29,580	-	29,580	29,930	26,260	(3,670)	(350)	25,910
Residential	-	-	-	-	-	-	-	-
Adult Protective Services	97,777	90,067	7,709	92,657	91,256	(1,401)	5,120	6,309
Birth To Three	38,316	45,161	(6,846)	39,098	45,161	6,064	(782)	(782)
	1,600,974	1,771,598	(170,623)	1,898,245	2,050,087	151,842	(297,271)	(18,782)
Excess Revenue/(Expense)	14,816,227	14,266,308	549,919	15,425,883	15,433,101	7,219	(609,656)	557,138

North Central Health Care
Review of Services in Langlade County
For the Period Ending September 30, 2022

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	662,950	747,000	(84,049)	489,701	534,631	44,930	173,250	(39,119)
Community Treatment-Adult	237,828	524,937	(287,108)	315,590	478,858	163,268	(77,762)	(123,841)
Community Treatment-Youth	912,514	1,260,320	(347,806)	882,514	1,075,362	192,849	30,000	(154,957)
Sober Living	31,358	30,552	805	35,004	79,042	44,038	(3,646)	44,843
Day Services	367,591	264,330	103,261	264,146	291,687	27,541	103,445	130,802
	2,212,241	2,827,138	(614,897)	1,986,954	2,459,580	472,626	225,287	(142,271)
Shared Services								
Adult Behavioral Health Hospital	449,117	454,786	(5,669)	521,229	549,216	27,987	(72,112)	22,318
Youth Behavioral Health Hospital	113,229	137,037	(23,808)	241,187	236,929	(4,258)	(127,958)	(28,066)
Residency Program	20,159	27,850	(7,690)	24,883	37,031	12,148	(4,724)	4,458
Crisis Services	116,654	218,513	(101,858)	213,784	276,191	62,407	(97,130)	(39,452)
Adult Crisis Stabilization Facility	114,186	112,329	1,858	120,357	117,568	(2,789)	(6,171)	(931)
Youth Crisis Stabilization Facility	77,824	84,233	(6,409)	69,737	77,716	7,979	8,087	1,570
Lakeside Recovery MMT	20,290	-	20,290	20,530	18,013	(2,517)	(240)	17,773
Residential	97,771	87,771	10,000	81,261	83,951	2,690	16,510	12,690
Adult Protective Services	69,945	64,656	5,288	63,557	62,596	(961)	6,388	4,328
Birth To Three	26,059	30,715	(4,656)	26,591	30,715	4,124	(532)	(532)
	1,105,235	1,217,889	(112,654)	1,383,117	1,489,926	106,809	(277,882)	(5,845)
Excess Revenue/(Expense)	3,317,476	4,045,027	(727,551)	3,370,071	3,949,506	579,435	(52,595)	(148,116)

North Central Health Care
Summary of Revenue Write-Offs
For the Period Ending September 30, 2022

	<u>MTD</u>	<u>YTD</u>
Behavioral Health Hospitals		
Administrative Write-Off	-	394,469
Bad Debt	-	3
Outpatient & Community Treatment		
Administrative Write-Off	-	170,551
Bad Debt	-	-
Nursing Home Services		
Administrative Write-Off	5,590	94,007
Bad Debt	358	39,649
Aquatic Services		
Administrative Write-Off	1,800	10,908
Bad Debt	-	59
Pharmacy		
Administrative Write-Off	48	487
Bad Debt	-	-
Other Services		
Administrative Write-Off	(254)	25,471
Bad Debt	-	108
Grand Total		
Administrative Write-Off	<u>7,184</u>	<u>695,893</u>
Bad Debt	358	39,819

AMENDMENT # 2: INTERIM EXECUTIVE DIRECTOR LIMITED TERM EMPLOYMENT AGREEMENT

WHEREAS; this Amendment is a term extension of the existing Interim Executive Director Limited Term Employment Agreement (“Agreement”) previously adopted by and between the North Central Community Services Program Executive Committee (hereinafter “Executive Committee”) and Mort McBain (hereinafter “Interim Executive Director”) originally extending from April 1, 2022 through September 30, 2022. Executive Committee and Interim Executive Director shall be mutually referred to as the “parties.”

WHEREAS; the parties mutually wish to extend the term of the Agreement until November 30, 2022.

NOW, THEREFORE in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. The term of the Agreement shall be extended from October 31, 2022, until November 30, 2022.
2. All other terms and conditions of the Agreement are incorporated herein by reference and shall remain binding on the parties.

INTERIM EXECUTIVE DIRECTOR

BY: _____

Mort McBain

DATE: _____

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE

BY: _____

Kurt Gibbs, Chair

DATE_____

JOB DESCRIPTION SUMMARY

Weekend Warrior - Certified Nursing Assistant

Job Code: 0905
Department: Nursing
Program: Nursing Home
Location/Unit: Marathon/Lincoln County, Nursing
Reports To: Manager of Nurse Services
EEO Code: 8
FLSA Status: Non-exempt
Last Revision: 9/26/2022

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position.

Purpose of the Position:

Under the supervision of a facility Licensed Nurse, the Weekend Warrior - Certified Nursing Assistant (CNA) provides quality nursing care to residents; reports pertinent information to immediate supervisor; responds to inquiries and requests for information; assists with tasks to support department operations; and maintains a safe and clean environment.

Schedule:

The Weekend Warrior – CNA is classified as 0.1 FTE and is required to work at least one weekend a month and be a part of holiday rotation. This position is only allowed to pickup/work weekend and holiday shifts, unless otherwise approved by Department Director and can not be scheduled (or pick-up/work) more than an average of 30 hours per pay period in a rolling 52 week year.

Education, Licenses, Certification, Skills and Experience Requirements:

Required:	Current Certified Nursing Assistant certificate from the Wisconsin Nurse Aides Registry
Preferred:	None

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Job Duties and Responsibilities:

- Provides direct patient care under the direction and supervision of a licensed nurse while maintaining a clean and safe patient care unit.
- Provides quality care to residents on various units within the nursing home.
- Provide quality nursing care to residents in an environment that promotes their rights, dignity, freedom of choice, and individuality.
- Is knowledgeable of the individualized care plan for residents, and provides support to the residents according to their care plan.
- Attends to the individual needs of residents, which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, transfer, ambulation, range of motion, communicating or other needs in keeping with the individuals' care requirements.
- Protect the personal belongings of each resident, including eyeglasses, dentures, hearing aids, furnishings, jewelry, clothing and memorabilia. Promptly report missing items and participate in efforts to locate missing items.
- Fully understand all aspects of residents' rights, including the right to be free of restraints and free of abuse. Is responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of resident abuse or violation of residents' rights.
- Interacts with residents in a manner that displays warmth and promotes a caring environment.
- Promote a safe, homelike environment for residents.
- Maintains regular and predictable on-site attendance.

- Strong interpersonal skills including: attention to detail, compassion, listening, empathy, patience, cooperation, and dependability
- Effective oral and written communication skills
- Computer literate with the ability to use electronic medical records
- Strong organizational skills with ability to prioritize tasks while being safety oriented
- Ability to lift, transport, and support residents

Non-Essential Job Duties:

- All other duties as assigned.

Functional Demands:

- **Activity Requirements (including Mental & Physical Activities):**
 - X 10 % **General Office Work:** Frequent use of computer, keyboard, and other technology; data interpretation, decision making, problem recognition, problem solving, visual acuity (near visual acuity, far visual acuity, depth perception, color vision), hearing, verbal communication, verbal comprehension, writing communication, and written comprehension
 - X 5 % **Sedentary Work:** Continuous sitting at desk for several hours occasional standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, grasping, and lifting of under 10 pounds as required
 - X 25 % **Light Work:** Intermittent lifting, sitting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 10 pounds unassisted
 - X 30 % **Medium Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 25 pounds unassisted
 - X 20 % **Heavy Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 50 pounds unassisted
 - X 10% **Very Heavy Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 100 pounds unassisted
- **Exposure to Hazards:** Select the most appropriate level of hazard exposure
 - ☐ Minimal exposure to workplace hazards
 - ☐ Limited exposure to workplace hazards
 - X Moderate exposure to workplace hazards
 - ☐ Significant exposure to workplace hazards
- **Types of Hazards:**
 - X Biological
 - X Chemical
 - X Physical
 - X Other
- **Working Conditions:**
 - X Indoors
 - X Outdoors
 - X Background Noise
 - X Tight Spaces and/or Close Quarters
 - X Subject to one or more of the following conditions that affect the respiratory system: Fumes, odors, dust, mist, gases or poor ventilation
 - X Exposed to infectious diseases or other possible infectious materials including: blood, fecal matter, OPIM...
 - X Required to function around high behavioral or physically disruptive individuals
 - X Position may be required to wear specialized mask (N95)
- **Travel Requirements:**
 - ☐ **Frequency:**

- ☒ Minimal
- ☐ Regular
- ☐ Frequent
- ☐ Other:
- ☐ **Type of travel:**
 - ☒ In community
 - ☐ Within the county
 - ☐ Out of the county
 - ☐ Overnight
 - ☐ Other:
- ☐ **Nature of travel:**
 - ☐ Errands
 - ☐ Transport clients/patients/residents
 - ☒ Other:
 - ☐

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by NCHC. Further, I acknowledge that this job description is not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

In compliance with the American with Disabilities Act, NCHC will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer. North Central Health Care is an Equal Opportunity Employer.

JOB DESCRIPTION SUMMARY

Weekend Warrior - Licensed Practical Nurse

Job Code: 0821
Department: Nursing
Program: Nursing Home
Location/Unit: Marathon/Lincoln County, Nursing
Reports To: Manager of Nursing Services
EEO Code: 2
FLSA Status: Non-exempt
Last Revision: 9/26/2022

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position.

Purpose of the Position:

Under the supervision of the Registered Nurse, the Weekend Warrior - Licensed Practical Nurse (LPN) provides the delivery and supervision of resident care on an assigned nursing unit(s) in a skilled nursing home facility under the direction of the Director of Nursing and Manager. The employee performs the full scope of professional nursing functions within the parameters of professional licensure and standards of practice.

Schedule:

The Weekend Warrior – LPN is classified as 0.1 FTE and is required to work at least one weekend a month and be a part of holiday rotation. This position is only allowed to pickup/work weekend and holiday shifts, unless otherwise approved by Department Director and can not be scheduled (or pick-up/work) more than an average of 30 hours per pay period in a rolling 52 week year.

Education, Licenses, Certification, Skills and Experience Requirements:

Required:	Associate degree in Practical Nursing earned from an accredited college. Less than one year experience Current BLS (CPR) Certification Current professional nurse registration from the Wisconsin Licensed Practical Nurse license, state board of nursing Eligible with permit to practice as a Licensed Practical Nurse in Wisconsin
Preferred:	None Listed

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Job Duties and Responsibilities:

- Delegates tasks to and supervises ancillary nursing personnel.
- Supervises, directs and assists employees in the nursing department with direct patient care and provides direct patient care within time management limits.
- Monitors and directs or redirects daily performance of employees.
- Contributes, participates, and supports the Interdisciplinary Team (IDT) approach to providing quality care for residents.
- Participates in cross training for other units to maximize flexibility and efficient utilization of resources.
- Ability to use a computer-based system for data entry, planning, and documenting care
- Effective oral and written communication skills
- Strong interpersonal skills including: attention to detail, compassion, listening, empathy, patience, cooperation, and dependability
- Strong organizational skills with ability to prioritize tasks while being safety oriented
- Maintains regular and predictable on-site attendance.

Non-Essential Job Duties:

Job Title:

- All other duties as assigned.

Functional Demands:

- **Activity Requirements (including Mental & Physical Activities):**
 - X 20% **General Office Work:** Frequent use of computer, keyboard, and other technology; data interpretation, decision making, problem recognition, problem solving, visual acuity (near visual acuity, far visual acuity, depth perception, color vision), hearing, verbal communication, verbal comprehension, writing communication, and written comprehension
 - X 20% **Sedentary Work:** Continuous sitting at desk for several hours occasional standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, grasping, and lifting of under 10 pounds as required
 - X 20% **Light Work:** Intermittent lifting, sitting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 10 pounds unassisted
 - X 20% **Medium Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 25 pounds unassisted
 - X 10% **Heavy Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 50 pounds unassisted
 - X 10% **Very Heavy Work:** Frequent lifting, standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, and grasping. Must be able to lift a minimum of 100 pounds unassisted
- **Exposure to Hazards:** Select the most appropriate level of hazard exposure
 - ☐ Minimal exposure to workplace hazards
 - ☐ Limited exposure to workplace hazards
 - X Moderate exposure to workplace hazards
 - ☐ Significant exposure to workplace hazards
- **Types of Hazards:**
 - X Biological
 - X Chemical
 - X Physical
 - X Other
- **Working Conditions:**
 - X Indoors
 - X Outdoors
 - X Background Noise
 - X Tight Spaces and/or Close Quarters
 - X Subject to one or more of the following conditions that affect the respiratory system: Fumes, odors, dust, mist, gases or poor ventilation
 - X Exposed to infectious diseases or other possible infectious materials including: blood, fecal matter, OPIM...
 - X Required to function around high behavioral or physically disruptive individuals
 - X Position may be required to wear specialized mask (N95)
- **Travel Requirements:**
 - ☐ **Frequency:**
 - X Minimal
 - ☐ Regular
 - ☐ Frequent
 - ☐ Other:
 - ☐ **Type of travel:**
 - X In community

- ☐ Within the county
- ☐ Out of the county
- ☐ Overnight
- ☐ Other:
- ☐ **Nature of travel:**
 - ☐ Errands
 - ☐ Transport clients/patients/residents
 - X Other:
- ☐

Acknowledgement

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Printed Name: _____ Signature: _____ Date: _____

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JOB DESCRIPTION SUMMARY

Weekend Warrior - Registered Nurse

Job Code: 0831
Department: Nursing
Program: Nursing Home
Location/Unit: Marathon/Lincoln County, Nursing
Reports To: Manager of Nursing Services
EEO Code: 2
FLSA Status: Non-exempt
Last Revision: 9/26/2022

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position.

Purpose of the Position:

Professional nursing work involving the delivery and supervision of resident care on an assigned nursing unit (s) in a skilled nursing home facility under the direction of the Director of Nursing and Manager. The employee performs the full scope of professional nursing functions within the parameters of professional licensure and standards of practice.

Schedule:

The Weekend Warrior – RN is classified as 0.1 FTE and is required to work at least one weekend a month and be a part of holiday rotation. This position is only allowed to pickup/work weekend and holiday shifts, unless otherwise approved by Department Director and can not be scheduled (or pick-up/work) more than an average of 30 hours per pay period in a rolling 52 week year.

Education, Licenses, Certification, Skills and Experience Requirements:

Required:	Associates degree in Nursing earned at an accredited four year college or university. Less than one year relevant experience. Current Professional Nurse Registration from the Wisconsin State Board of Nursing Current BLS (CPR) Certification Ability to use a computer-based system for data entry, planning, and documenting care Effective oral and written communication skills Strong interpersonal skills including: attention to detail, compassion, listening, empathy, patience, cooperation, and dependability Strong organizational skills with ability to prioritize tasks while being safety oriented
Preferred:	Ability to lift, transport, and support residents Bachelor's degree in Nursing earned at an accredited four year college or university Specialized ventilator experience Specialized training or experience in one or more of the following areas: nursing service administration, restorative nursing, psychiatric nursing, or geriatric nursing

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Job Duties and Responsibilities:

- Functions as charge nurse and supervises the nursing care of all assigned residents.
- Delegates tasks to and supervises ancillary nursing personnel.
- Supervises, directs and assists employees with direct resident care and provides direct resident care in a timely manner.
- Monitors and coaches employee performance.
- Contributes, participates, and supports the Interdisciplinary Team (IDT) approach to providing quality care for residents.
- Knowledge of accurate application of the nursing process, assessment, planning, implementation, and evaluation as relates to resident care.

- Participates in cross training for other units to maximize flexibility and efficient utilization of resources.
- Makes accurate and ongoing assessment of patient's/resident's status and responds appropriately.
- Performs ongoing assessment and revises care/treatment plan based on new data and patient's/resident's condition
- Sets priorities for nursing action in a logical sequence according to patient's/resident's needs and formulates a plan of care which includes physiological, psychosocial, and environmental factors; patient/resident/caregiver education and discharge planning as appropriate.
- Documents accurate and ongoing assessment of patient/resident status: documentation includes patient treatment/care including nursing interventions, patient responses, patient needs, problems, capabilities, limitations and progress towards goals.
- Collaborates with other nurses and care/treatment team members to ensure patient's/resident's wellbeing. Performs direct patient care using established procedures, policies, and standards.
- Maintains a clean, neat, and safe environment for patients, residents, staff and visitors.
- Demonstrates correct and safe technique in the use of equipment according to specific project information.
- Demonstrates necessary ability to handle emergency situations in a prompt, precise and professional manner.
- Administers medications and IVs according to policy and procedure; observe and document patient's/resident's response to medications.
- Provides personal care to ensure comfort and well-being to the patient/resident, acknowledging physiological and psychological needs.
- Provides training, coaching and mentoring of staff.
- Maintains regular and predictable on-site attendance.
- Ability to use a computer-based system for data entry, planning, and documenting care
- Effective oral and written communication skills
- Strong interpersonal skills including: attention to detail, compassion, listening, empathy, patience, cooperation, and dependability
- Strong organizational skills with ability to prioritize tasks while being safety oriented
- Ability to lift, transport, and support residents

Non-Essential Job Duties:

- All other duties as assigned.

Functional Demands:

- **Activity Requirements (including Mental & Physical Activities):**
 - X 20% **General Office Work:** Frequent use of computer, keyboard, and other technology; data interpretation, decision making, problem recognition, problem solving, visual acuity (near visual acuity, far visual acuity, depth perception, color vision), hearing, verbal communication, verbal comprehension, writing communication, and written comprehension
 - X 20% **Sedentary Work:** Continuous sitting at desk for several hours occasional standing, walking, turning, twisting, bending, stooping, carrying, pushing, pulling, reaching, grasping, and lifting of under 10 pounds as required
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- **Exposure to Hazards:** Select the most appropriate level of hazard exposure
 - ☐ Minimal exposure to workplace hazards
 - ☐ Limited exposure to workplace hazards
 - X Moderate exposure to workplace hazards
 - ☐ Significant exposure to workplace hazards
- **Types of Hazards:**
 - X Biological

- X Chemical
- X Physical
- X Other

• **Working Conditions:**

- X Indoors
- X Outdoors
- X Background Noise
- X Tight Spaces and/or Close Quarters
- X Subject to one or more of the following conditions that affect the respiratory system: Fumes, odors, dust, mist, gases or poor ventilation
- X Exposed to infectious diseases or other possible infectious materials including: blood, fecal matter, OPIM...
- X Required to function around high behavioral or physically disruptive individuals
- X Position may be required to wear specialized mask (N95)

• **Travel Requirements:**

☐ **Frequency:**

- X Minimal
- ☐ Regular
- ☐ Frequent
- ☐ Other:

☐ **Type of travel:**

- X In community
- ☐ Within the county
- ☐ Out of the county
- ☐ Overnight
- ☐ Other:

☐ **Nature of travel:**

- ☐ Errands
- ☐ Transport clients/patients/residents
- X Other:
- ☐

Acknowledgement

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