

# Traverse County Minnesota

## Traverse Care Center Administrator Position Profile

### Traverse Care Center

Traverse County has a long tradition of providing services to its vulnerable and aging populations. In August of 1957, a special bond election was held authorizing the County board to build a facility for the care of the elderly. Construction of the 57-bed unit began on January 25, 1958, with completion December 10, 1958. The Traverse County Nursing Home admitted the first resident on January 14, 1959. By November 1, 1959 the facility was full.



In 1967 an addition was completed to the existing home. This addition provided needed space for activities, occupational therapy, a private visiting room and a beauty shop. Changes were made to various bed wards and eventually the total bed count for the facility was 60. In 1995, a new laundry room was added to the north wing along with a beautiful addition to the front lobby. At this time, the board also passed a resolution changing the name from the Traverse County Nursing Home to the Traverse Care Center. In 2001, the facility was downsized to 50 beds. The grounds consist of approximately six acres, which include flower and vegetable gardens, porch areas and outdoor sitting areas. In August of 2003, a major remodeling and new construction project began and was completed in May of 2005. The Traverse Care Center is currently licensed with the State of Minnesota as a 50-bed skilled nursing facility with 26 private rooms and 12 double rooms.

The **Traverse Care Center** employs an interdisciplinary care-giving model whereby each resident receives the dedicated attention of a multi-skilled team, which consists of nursing, social service, dietary, therapeutic recreation and rehabilitative therapy. The Care Center program offers a broad range of services, which include:

- **Long-term Care** services support residents who can no longer stay in their homes. The Care Center staff helps each person to achieve and maintain an optimum level of independence by developing and implementing a personalized care plan.
- **Short-term Care** services support adults who need inpatient therapy and/or skilled nursing services following surgery, injury or illness. The Care Center offers a place for recovery with the goal of returning individuals to their homes as soon as possible. Physical, occupational and speech therapy services are offered up to seven days a week on an inpatient, as well as on an outpatient basis.
- **Community Life** at the Traverse Care Center includes access to outdoor patios and courtyards, bright sunrooms, visiting areas and a beauty/barber shop. It is a place where people come together to enjoy company and conversation, entertainment, wellness and enrichment programs and worship services.



## Prairieview Place

Prairieview Place is an independent senior living community, with services, for individuals age 55 and older. These 20 units are designed to provide tenants with a safe, comfortable and affordable lifestyle. Prairieview Place offers one bedroom, one bedroom deluxe, two bedrooms or a style adapted for those with disabilities.

**Prairieview Place** also offers a broad range of services, which include: daily noon meals, emergency wireless response system, 24 hour staffed nursing station, fireplace and sitting lounge, access to the chapel, beauty/barber shop, laundry services and many more.

The Traverse Care Center and Prairieview Place are located on the southeast corner of the City of Wheaton. The campus is just north of the Traverse County fairgrounds with a physical address of 303 Seventh Street South. The surrounding neighborhood is primarily residential.

## Pheasant Country Home Care

Pheasant Country Home Care is a home health care service provided by the Wheaton Community Hospital and the Traverse Care Center. The staff includes registered nurses, home health aides and specialists who are highly trained, experienced and caring. A multi disciplinary team approach is utilized to meet every home health need, from the acute to the

chronic, from lab testing and assistance, to daily living and more. Pheasant Country Home Care offices are located at the Wheaton Community Health Center.

For additional information regarding the Traverse Care Center and Prairieview Place, visit [www.traversecarecenter.com](http://www.traversecarecenter.com).

## Traverse County

Traverse County is situated in West Central Minnesota near the borders of South and North Dakota. Traverse County has a population of approximately 4,000. Cities within the County include Wheaton, Browns Valley, Dumont and Tintah.

Traverse County offers peaceful rural living with a strong agricultural base and a wealth of recreational activities. Beautiful Lake Traverse is situated between the borders of Minnesota and South Dakota, spanning 16.5 miles. The lake, and the County as a whole, offer an abundance of hunting, fishing and recreational opportunities. The Traverse County Park is nestled along Lake Traverse, featuring camping, swimming, picnic areas, a marina and loading dock. There are two museums in the County offering a fascinating historical perspective. Areas surrounding the lake have an abundance of historical sites. The Continental Divide is located just outside of Browns Valley, between Big Stone and Traverse Lakes. Snowmobile trails also run throughout the County. Numerous service organizations and religious affiliations are also available.



The City of Wheaton, the County seat, is the largest community in the County. Wheaton is located at the intersection of U. S. Highways 27 and 75, 55 miles northwest of Alexandria, 55 miles south west of Fergus Falls and 85 miles south of Moorhead. The City offers a variety of recreational facilities, including a swimming pool, skating/hockey rink, roller blade/roller hockey court, 9-hole golf course, softball/baseball complex, bowling, theater and a number of parks. For more City of Wheaton information, see [www.cityofwheaton.com](http://www.cityofwheaton.com).

Six school districts provide educational opportunities for the County's K-12 population. An acute care hospital, two clinics, ambulance services, fire departments, two long-term care facilities, senior independent living facility, two libraries and a transit system serve the County.



A five member Board of County Commissioners elected to four-year terms governs Traverse County.



## Traverse Care Center Administrator The Position

The Administrator reports to the Traverse Care Center Board. The Care Center Board consists of the five Traverse County Commissioners and two lay members. The Administrator is responsible for overseeing Traverse Care Center and Prairieview Place operations and programs and unifying the management of its affairs. The Administrator is responsible for supervising the various departments and assuring that the Care Center and Prairieview Place missions are carried out effectively and efficiently. The position is responsible for a 2010 budget of \$3,383,943.00 and 90 full and part-time employees.

### **Specific Responsibilities of the Care Center Administrator:**

- § Administer, coordinate and direct all activities of the Traverse Care Center and Prairieview Place with transparency; share information openly between the Care Center Board and staff.
- § Communicate directly and honestly.
- § Make decisions that demonstrate good judgment and integrity.
- § Determine organizational structure.
- § Assist in development, interpretation and implementation of policies and procedures.
- § Establish new services with the approval of the Care Center Board.
- § Maintain efficient and successful financial operations of the facilities, including preparation of the annual budget.
- § Maintain compliance of the facilities with national, state and local standards.
- § Supervise lead management employees within the facilities.
- § Participate in local, state and national meetings and associations, which define the delivery of long-term care services.
- § Pursue a continuing program of formal and informal education in health care, administration and management to maintain, strengthen and broaden the concepts, philosophy and ability of an Administrator.

### **Education and Experience:**

Qualified candidates for the Administrator position will possess a Bachelor's degree in business, health care or closely related field, with three years of professional experience. Successful candidate must be a licensed Administrator with the State of Minnesota.

### **Knowledge, Skills and Abilities Required:**

- Considerable knowledge of laws and regulations relating to long-term care services.
- Considerable knowledge of the principles and practices of long-term care administration.
- Considerable knowledge of the functions and organization of state, federal, and local agencies as it relates to long-term care services.
- Knowledge of social-economic conditions in rural and urban areas.
- Knowledge of community resources.

- Knowledge of fiscal management.
- Ability to supervise staff in a manner that will stimulate growth and development.
- Ability to plan and organize work effectively and manage multiple demands.
- Ability to establish and maintain good working relationships with staff, residents, families, members of the public and community officials.
- Ability to communicate effectively orally and in writing.
- Ability to comprehend and interpret complex written materials.
- Ability to formulate new methods and techniques to meet changing needs.

**Compensation:**

Salary is negotiable depending upon qualifications and experience. Traverse Care Center offers an excellent benefit package.

**Application and Selection Process:**

To request an application packet, please contact:

Janet Raguse  
 County Coordinator  
 702 Second Avenue North  
 Wheaton, MN 56296  
 (320) 563-4652 Telephone  
 (320) 563-0205 Facsimile  
[janet.raguse@co.traverse.mn.us](mailto:janet.raguse@co.traverse.mn.us) E-mail

Application packets can also be found at [www.co.traverse.mn.us](http://www.co.traverse.mn.us) and [www.traversecarecenter.com](http://www.traversecarecenter.com).

## Timetable

March 8, 2010	Deadline for applications
March 10, 2010	Present candidates and select finalists
March 15, 2010	Interviews and selection
April 2010	Start date

# Announcement

**Traverse Care Center Administrator**, Traverse County, Minnesota (population 3,871). West Central Minnesota County featuring a strong agricultural base, wealth of recreational activities and peaceful rural living. Salary negotiable depending upon experience; excellent benefit package. Position reports to seven member Board. Responsible for overseeing Traverse Care Center and Prairieview Place operations and programs, unifying the management of all affairs, supervising the various departments and assuring that the Care Center and Prairieview Place missions are carried out effectively and efficiently. The position is responsible for a 2010 budget of \$3,383,943 and 90 full and part-time employees. Requires a Bachelor's degree in business, health care or closely related field and three years of professional experience. Application deadline is March 8, 2010 by 4:30 p.m. To request an application packet, contact Janet Raguse, County Coordinator, P. O. Box 807, Wheaton, Minnesota, 56296, (320) 563-4652 (telephone), (320) 563-0205 (fax), [janet.raguse@co.traverse.mn.us](mailto:janet.raguse@co.traverse.mn.us) (e-mail) or download the packet at [www.co.traverse.mn.us](http://www.co.traverse.mn.us) or [www.traversecarecenter.com](http://www.traversecarecenter.com). EOE