

**Community Care of Central Wisconsin Position Openings  
June 22, 2008**

**Receptionist**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Receptionist. This position provides word processing, receptionist, telephone, and agency office support.

Ideal candidate will have a high school diploma or equivalent. A minimum of two years experience using Windows XP and Word for Windows required; ability to use Excel, OrgPlus for Windows and Print Shop preferred. Ability to work in a fast-paced environment

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-Rep  
PO Box 8010  
Wausau, WI 54402-8010  
or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

**Account Clerk**

Our client, Community Care of Central Wisconsin (CCCW), a Long-term Care Organization has an opening for a Account Clerk. Under the direction of the Accounting Manager this position is responsible for entering invoices, processing payroll, recording payments to accounts, imaging journal entries and other bookkeeping functions as required.

Ideal candidate will have a High school diploma or equivalent with two year's office experience, preferably in managed care or medical environment. Post high school accounting/bookkeeping coursework required. Ability to communicate effectively orally and in writing and to maintain confidentiality required. Must be able to work in a fast paced environment.

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP - Account Clerk  
PO Box 8010  
Wausau, WI 54402-8010  
or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **Director of Quality Management**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Director of Quality Management. Position is responsible for development and assurance of all quality of care standards related to member services provided by CCCW. Position reports directly to the Chief Operating Officer.

Ideal candidate will possess a Masters degree in health care administration, business administration, nursing, public health, social work, or related human services field required. A minimum of five years of experience as a manager or administrator in the health and human or health care services operation, preferably serving the long-term care population required. Demonstrated leadership and decision making skills, as well as above average organization and communication skills, proficient in MS Office with the ability to work in a fast paced environment

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-DQM  
PO Box 8010  
Wausau, WI 54402-8010  
or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **Director of Service Coordination**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Director of Service Coordination. Position is responsible for the development of Interdisciplinary Team and services coordination

provided to CCCW members. Responsible for the management and supervision of service coordination supervisors; duties include supervision, quality assurance/quality improvement activities, member problem resolution, self-directed supports activity oversight, and working as part of the management team to develop, implement, and maintain the Family Care program. Position reports directly to the Chief Operating Officer.

Ideal candidate will possess a Masters degree in human services, management, public administration or related human services field required. A minimum of five years of experience working with individuals who have long-term care needs, required care management. Demonstrated leadership and decision-making skills and problem solving skills, as well as, above average organization and communication skills, proficient in MS Office with the ability to work in a fast-paced environment

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-DSC  
PO Box 8010  
Wausau, WI 54402-8010  
or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **IT Operations Assistant**

Our client, Community Care of Central Wisconsin (CCCW), a Long-term Care Organization, has an opening for an Information Technology Operations Assistant. This position is responsible for unit clerical functions, daily operations in data center and installation of standard computer software.

Ideal candidate will have a high school diploma or equivalent, one year experience with personal computer operation with Windows 2000 or XP, one year experience with Windows operating systems and one year office experience.

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-OA  
PO Box 8010  
Wausau, WI 54402-8010

or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **IT Programmer**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for an IT Programmer. This position is responsible for planning, designing, writing and implementing new computer programs and systems and modifying existing systems as needed. Duties include analyzing system needs, capabilities and modifications, testing new or updated programs, documenting issues, providing training on programs and providing support to staff regarding software questions or malfunctions. Acts as back up operator for the IBM AS400 system.

Ideal candidate will have a minimum of a Bachelors degree in Computer Science, Information Science, or related field with a minimum three to five years AS400 systems analysis and RPG IV or 400 structured coding techniques programming experience, or any combination of education and experience. Strong project management and problem solving skills, above average communication skills and the ability to interact with individuals at all levels of the organization are a must. Knowledge of Lotus Domino and Notes would be helpful.

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-ITP  
PO Box 8010  
Wausau, WI 54402-8010  
Or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **Long-Term Care Functional Screen Supervisor**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Long-Term Care Functional Screen Supervisor. This position is responsible for coordinating, maintaining, and assuring the effective administration of the Long-Term Care Functional Screen to annually certify functional eligibility of CCCW members. Responsibility includes the hiring and supervision of Long-Term Care Screen Specialists located in four office sites, the coordination of their

work on a daily basis, and collaboration with management staff to assure member program certification continuity.

Ideal candidate will possess Bachelors degree in social work, psychology, sociology, nursing, or related field required. Masters degree is preferred. A minimum of three years supervisory experience. Long-term care experience highly desirable. Demonstrated ability to organize, prioritize, and manage complex work load, as well as above average problem solving and communication skills, proficient in MS Office with the ability to work in a fast paced environment.

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-LTC  
PO Box 8010  
Wausau, WI 54402-8010  
or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **PC Technician**

Our client, Community Care of Central Wisconsin (CCCW), a Long-term Care Organization, has an opening for a PC Technician. Position is responsible for all aspects of personal computer setup, maintenance, software setup, and troubleshooting as it applies to personal computers. Will act as backup for the IBM AS400 daily operations, setup and installation of computer equipment/software as well as troubleshooting.

Ideal candidate will have, as a minimum, a two year associate degree in Information Systems or a minimum of five years experience with PC operations, repair and MS Windows in a network environment

Competitive salary and benefits package offered. Send letter of introduction, resume, and salary requirements in confidence no later than June 30, 2008 to:

Wipfli LLP  
Attn: HRC-PCT  
PO Box 8010  
Wausau, WI 54402-8010  
Or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **Provider Network Manager (Residential)**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Provider Network Manager. This position is responsible for managing and coordinating current and new residential contracted services available to CCCW members. Provides customer service guidance, communicating regularly with key personnel to successfully implement residential service activities. Facilitate the execution of planned network objectives while balancing the goals/costs of the service providers. This position also provides supervision of CCCW Residential Recruitment/Quality Specialist staff.

Ideal candidate will have a Bachelor of Science or Registered Nursing degree (required) plus two years of leadership experience in a position(s) of significant responsibility. Demonstrated strong leadership, above average communication skills and a working knowledge of contract policies and procedures desired. Experience in non-profit, government, human services, or long term care setting with an ability to work in a fast paced environment necessary.

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Wipfli LLP  
Attn: HRC-PNM  
PO Box 8010  
Wausau, WI 54402-8010  
Or email [resume@wipfli.com](mailto:resume@wipfli.com)  
Equal Opportunity Employer

### **Purchasing Assistant**

Our client, Community Care of Central Wisconsin (CCCW), a Long-Term Care Organization, has an opening for a Purchasing Assistant. This position provides support to successfully manage the development and growth of the Provider Network. Researches and purchases participant goods and services in order to provide participants with the best selection and to maximize organizational profitability and growth.

Ideal candidate will have a minimum high school diploma or equivalent required. Associate Degree in business or related field preferred with a minimum of two years related experience in an office setting. Ability to interact with individuals at all levels

both internally and externally. Demonstrated problem solving skills and an ability to work in a fast paced environment required.

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Wipfli LLP  
Attn: HRC-PA  
PO Box 8010  
Wausau, WI 54402-8010  
Or email [resume@wipfli.com](mailto:resume@wipfli.com)  
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