



**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
ADMINISTRATOR**

VETERANS HOME OF CALIFORNIA - BARSTOW

Governor's Exempt Appointment

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING WILL BE REQUIRED.

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Open Until Filled

SALARY: Exempt Level I - \$8,369 - \$9,053 / month

LOCATION: Veterans Home of California, 100 E. Veterans Parkway, Barstow, CA 92311

WHO SHOULD APPLY: Long-term care administrators and managers of complex health care programs should apply. Successful applicant will have experience in leading and directing operations of long term care facilities or multi-faceted health care programs. Honorably discharged veterans are encouraged to apply.

ABOUT THE FACILITY:

Located on 22 acres with a panoramic view of the Mojave River Valley, the Veterans Home of Barstow (VHC-Barstow) is a community of and for veterans. Originally built in 1996, VHC-Barstow is located in the high desert of Southern California, off Interstate 15, midway between Los Angeles and Las Vegas and only an hour drive from the Ontario Airport. VHC-Barstow has the ability to service 400 aged or disabled veterans from past or current wars (both men and women).

The VHC-Barstow offers three levels of care to assist veterans – Domiciliary (with 120 budgeted beds), Intermediate Nursing Care (with 60 budgeted beds), and Skilled Nursing Care (with 40 budgeted beds). VHC-Barstow is a comprehensive facility and is among the best in the nation with a CMS 5 rating. The high desert atmosphere offers a climate that is healthful, quiet, safe, and pollution free which is evidence of California's commitment to veterans.

The mission of the California Department of Veterans Affairs (CalVet) is to promote and deliver the benefits provided by the grateful State of California to its deserving veterans and their families – with a vision for California's veterans to live the highest quality of life with dignity and honor. It is CalVet's goal to provide the best long-term care and enhanced quality of life for all California Veterans Home residents. The Veterans Homes of California provide eligible veterans a safe and caring living environment that protects their dignity and contributes to their feelings of self-reliance and self-worth. The Homes' amenities are intended to provide excellent care in a homelike environment and foster a sense of community and camaraderie.

GENERAL STATEMENT OF JOB:

The Hospital Administrator is responsible for providing leadership in managing the daily operations of the Home and its entities, establishing a system for assuring that high quality care is provided; assuring the sound fiscal operation of the Home while promoting services that are produced in a cost-effective manner; ensuring compliance with regulatory agencies and accrediting bodies while continually monitoring the organization's service and delivery system, ensuring optimal fulfillment of the Home's mission in response to the identified needs of the community; responding to Medical Staff, employees and residents. In addition, the Administrator, will work closely with the leadership of the Medical Staff in developing the strategic

direction and major policies of the hospital. The Administrator is a strategic thinker with rich analytical skills and the ability to manage multiple priorities.

DUTIES:

Under the general direction of the California Department of Veterans Affairs-Undersecretary of Veterans Homes, the Barstow Veteran's Home Administrator has overall responsibility for the care of aged and/or disabled veterans and management of the facility and staff.

1. Ensure that the Home meets all licensing and certification standards through planning, training, physical facility improvement, policies and procedures. Develop ongoing contacts with regulatory agencies such as the Department of Health Services, California Medical Association, USDVA, the Department of Social Services and the Veterans Administration.
2. Supervise 170 personnel and monitor staffing levels for efficiencies and long term planning. Oversee facility and equipment maintenance program.
3. Establish priorities and implement strategies to maintain high quality of care to veteran residents while closely monitoring all revenue and costs.
4. Coordinate the development of the Agency's annual budget relating to the Home. Appear at hearings with the Department of Finance and legislative budgetary committees as requested.
5. Represent the Veterans Home within the community and participate in extensive networking with local private and public organizations.
6. Review and make recommendations to the Undersecretary, Veterans Homes Division, regarding proposed legislation that affects the care of aged, homeless and/or disabled veteran.
7. Successful candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, Title 22-Division 1.8 Chapter 1.5 (Department of Aging Regulations), Title 22-Division 3 Chapter 5 (Medical Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations), and Title 22-Division 6 Chapter 8 (Residential Care for the Elderly).

DESIRABLE QUALIFICATIONS:

- Currently hold or ability to receive a Nursing Home Administrators (NHA) License.
- Demonstrated experience to communicate effectively, orally and in writing, with representatives from all levels of government, the public, and Legislative and Executive Branches.
- Demonstrated experience to develop cooperating working relationships with stakeholders.

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to the Exempt position.

All interested applicants must file a standard state application form (Std. 678: <http://www.spb.ca.gov>), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Mail these documents to:

**California Department of Veterans Affairs
Attention: Eileen Fuller
Human Resources Division
1227 O Street, Room 404
Sacramento, CA 95814**

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION LOCATED AT http://gov.ca.gov/m_appointments.php DIRECTLY TO THE GOVERNOR'S OFFICE.

Questions regarding the application process may be directed to Eileen.fuller@calvet.ca.gov or (916) 653-2097.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device (916) 653-1933.