



ADMINISTRATOR VETERANS HOME OF CALIFORNIA – VENTURA

Governor’s Exempt Appointment

EMPLOYMENT OPPORTUNITY

- FINAL FILING DATE:** Open Until Filled
- SALARY:** Exempt Level K- \$7616 - \$8484 / month
The salary listed for this exempt appointment includes all State benefits; i.e., medical, dental, and vision insurance, and retirement options which are not included in stated salary.
- LOCATION:** 10900 Telephone Road, Ventura, CA 93004
- WHO SHOULD APPLY:** Long-term care administrators and managers of complex health care programs with a passion for caring for California’s veterans should apply. Successful applicant will have experience in leading and directing operations of long term-care facilities or multi-faceted health care programs. Applicants must demonstrate dynamic leadership and experience in meeting state and federal government regulations, employee relations and quality assurance while achieving fiscal responsibility. A demonstrated ability in licensing and opening a long-term care facility is highly desirable. Applicant should have a current California State Residential Care Facility for the Elderly license or ability to obtain one. Honorably discharged veterans are encouraged to apply.
- ABOUT THE FACILITY:** The groundbreaking ceremony for the Veterans Home of California–Ventura was held on June 12, 2007, and the Ribbon-Cutting and Dedication Ceremony was held on December 4, 2009. The estimated cost of the Veterans Home of California–Ventura was \$26.5 million, and was funded in partnership with the United States Department of Veterans Affairs. Ventura County is home to one of the largest concentrations of Veterans in the nation: 60,000 to 65,000, with an average age of 65, according to the Ventura County Veterans Services Office.

The Veterans Home of California–Ventura offers one level of care – Residential Care for the Elderly (with 60 budgeted beds). Members who are age 55 and older may voluntarily admit themselves to this level of care with verification of their need for supervision with such activities as bathing, dining and/or taking their own medications. These members are also offered assistance with transportation to medical appointments and community activities. Typically, these residents are active and mobile, and are encouraged to do as much as possible for themselves within the context of the Residential Care Facility.

The mission of the California Department of Veterans Affairs 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.

DUTIES:

Under the general direction of the California Department of Veterans Affairs–Undersecretary of Veterans Homes and with the support of a centralized administrative staff at CalVet Headquarters, the Ventura Veteran’s Home Administrator has overall responsibility for opening the Home, hiring staff, ensuring quality long-term care for 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 all 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, 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 QUALIFICATION(S):

Currently hold or ability to receive a Nursing Home Administrators (NHA) License
Demonstrated ability in opening a long-term care facility
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 this Exempt position.

All interested applicants must file a standard state application form (Std. 678: <http://www.jobs.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: Rashida Parker
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 Rashida.Parker@calvet.ca.gov or (916) 653-2209.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966. Bulletin Release Date: 08-15-2013

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.



“HONORING CALIFORNIA’S VETERANS”