

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
“HONORING CALIFORNIA’S VETERANS”



Classification: **Skilled Nursing Facility Administrator**
 Governor’s Office Exempt Appointment
 Salary: \$7,984 - \$8,634
 Permanent, Full Time

Requirements: **Skilled nursing experience, minimum 5 years**
Licensed Nursing Home Administrator
Bachelors degree preferred

Location: **California Department of Veterans Affairs**
Veterans Home of California – West Los Angeles
 Position will be temporarily located at 6150 Van Nuys Blvd, Suite 305, Van Nuys, CA until construction at the permanent facility above is completed, Spring 2010.

About the Position: **The West Los Angeles Veterans Home is seeking to recruit a creative leader with a background in skilled nursing administration. The position will be located in a brand new, state-of-the facility, in West Los Angeles near the U.S. Department of Veterans Affairs Hospital.**

Responsibilities: **Under general direction, this position reports to the Administrator of the Veterans Home and Governing Body; in collaboration with clinical managers, administers and manages the skilled nursing. The individual is responsible for securing and/or maintaining the licensure of the skilled nursing at the Veterans Home. Major functions include, but are not limited to:**

- **Working in collaboration with the clinical managers, developing the strategic plan, operation plan, and policies and procedures for the SNF. Providing functional supervision and ensuring through delegated authority that the SNF continuously meets all regulatory requirements and are prepared for certification and licensure surveys.**
- **Participating in the decision-making structure of the facility representing the SNF with the administrative team. Monitoring of the annual budget to ensure proper spending controls as well as appropriate resource allocation.**
- **Utilizing the civil service process, ensuring that qualified staff are selected, trained, and provided feedback to carry out the mission and operative plan of the SNF. Serving on quality care committees and assisting in evaluating quality improvement efforts, activities and projects.**
- **Supporting the use of technology and information systems to ensure the collection of clinical information regarding care and seek to improve the efficiency of the SNF.**
- **To monitor the performance of contracts relative to services needed to support resident care.**

How to Apply (please complete items 1 and 2 below):

1. This is an Exempt, Governor-Appointed, position. Candidates should complete and return a Governor's Office Appointments Application, waiver and signature release form to the Governor's Office at:

**Office of Governor Arnold Schwarzenegger
Attn: Appointments
State Capitol Building
Sacramento, CA 95814**

To complete the online application form, please read the directions you are given after submission very carefully. The Governor's Appointments Office requires that you print, sign and mail in a final page before your application will be considered. The online application may be obtained at: <http://appointments.ca.gov/en/form/index.php>

2. Please forward: 1) copy of your completed Governor's Office Appointments Application; 2) Std. 678, State Application (can be accessed at http://www.spb.ca.gov/jobs/stateapp_adobe.htm); and, 3) cover letter and resume to:

**Department of Veterans Affairs
Human Resources Office
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Eileen Fuller, Reference: M-80 #036(G) – 08/09**

Inquiries:

**Voice: (916) 653-2097
Fax: (916) 653-1960
TDD: (916) 653-1966**

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, 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. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 10/01/08