

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification: Skilled Nursing Facility Administrator  
Governor's Office Exempt Appointment**

**Salary: Exempt Level J - \$7984-\$8634 Monthly**

**Please Note: The salary listed for this exempt appointment will be adjusted accordingly to comply with the provisions of the Furlough Program.**

**Tenure/Time Base:** Permanent, Full-time

**Location:** Veterans Home of California - West Los Angeles  
800 Bringham Road, West Los Angeles, CA 90049

**Temporary Office:**  
6150 Van Nuys Blvd., Van Nuys CA 91401

## **Who Should Apply:**

Nursing Home Administrator with an advanced degree in Health Care Administration. Current California State Residential Care Facility for the Elderly Licensee or an ability to obtain one. Eligible honorably discharged Veterans are encouraged to apply.

## **Duties and Responsibilities:**

Under general direction, this position reports to the Hospital Administrator of the Veterans Home-West Los Angeles, and Governing Body; in collaboration with clinical managers, administers and manages the Skilled Nursing Facility (SNF). The individual is responsible for securing and/or maintaining the licensure of the SNF at the Veterans Home-West Los Angeles. Major functions include but are not limited to:

- Working in collaboration with the clinical managers, developing the strategic plan, budget, operation plan, policies and procedures for the Skilled 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 the annual budget process to ensure proper 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 assessing the quality improvement activities and projects and evaluating quality improvement efforts. Supporting the use of technology and the information systems to improve the efficiency of the SNF. 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.

The 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-Dvision 3 Chapter 5 (MediCal Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations), Title 22-Division6 Chapter 8 (Residential Care for the Elderly), CFR Part 52 (Per Diem for Adult Day Health Care of Veterans in State Homes)

**How to Apply:** All interested applicants must file a standard state application (Form 678), a resume and a separate “Statement of Qualifications” specifying how the candidate’s background and experience relates to the applicants ability to perform in specified position. The “Statement” should be no more than three pages in length. Submit these documents to:

Veterans Home of California-West Los Angeles  
Attn: Gwen Steward, Human Resources  
6150 Van Nuys Blvd Suite 305  
Van Nuys CA 91401

**In addition, you must submit the On-line Governor’s Appointment Application, located at [HTTP://GOV.CA.GOV](http://gov.ca.gov) directly to the Governor’s office.**

**Final Filing Date: Until Filled**

**Questions regarding the application process may be directed to: [GLAVCHR@CDVA.CA.GOV](mailto:GLAVCHR@CDVA.CA.GOV)**

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: 11.03.09