



# **ADMINISTRATOR VETERANS HOME OF CALIFORNIA – WEST LOS ANGELES**

## **Governor's Exempt Appointment**

### **EMPLOYMENT OPPORTUNITY**

#### **FINAL FILING DATE:**

Open Until Filled

#### **WHAT MAKES CALVET A GREAT WORKPLACE:**

The Veterans Home of California – West Los Angeles offers a unique opportunity for healthcare professionals that is unmatched in the private sector. Operational decisions are focused first and foremost on resident care rather than profit margins, allowing the ideal candidate to drive the quality of care our residents receive while offering a welcoming environment for our nation's heroes.

We also offer an excellent base salary and Administrator compensation package! The salary listed for this exempt appointment is \$130,000 annually. This position includes additional compensation and benefits that exceed what is typical in the private sector, including:

- Health/Dental/Vision Insurance
- CalPERS Retirement option
- Group Legal Services option
- Savings Plus Program
- Domestic Partner Coverage
- Life Insurance option
- Long-Term Care Program option
- Employee Assistance Program
- Free parking
- Annual Leave (15 hours/month for first 10 years)
- Holidays (12 per year)
- Professional Development Days (2 per fiscal year)

#### **LOCATION:**

Veterans Home of California – West Los Angeles  
11500 Nimitz Avenue, West Los Angeles, California 90049

**WHO SHOULD APPLY:**

The California Department of Veterans Affairs is seeking a dynamic Executive Director/Veterans Home Administrator to manage the Home. Most importantly, we desire an experienced leader who can direct a large staff and best promote the health and morale of our veterans.

The ideal candidate will supervise departmental managers in the daily operations of the Veterans Home, ensuring continuity and consistency in delivery and quality of services and compliance with applicable state and federal standards, regulations and guidelines. The candidate will implement approaches and services to maintain or enhance resident independence and resident satisfaction. The candidate will also participate in veteran events and marketing activities while developing and implementing an annual business plan that achieves the financial goals and maintains high occupancy through marketing strategies. We are seeking professionals who are eager to touch the lives of our nation's heroes. It's a commitment that promotes countless rewards not only to our residents but to our employees as well by providing meaningful services to render the optimum level of resident care.

**ABOUT THE FACILITY:**

Located in one of the most famous counties in the world, the Home is the largest state Veterans Home in the area. In a region renowned for abundant sunshine and beautiful year-round weather, the Home is just minutes from the scenic Pacific Ocean, historical Downtown Los Angeles, legendary Hollywood and the beautiful San Fernando Valley. In close proximity to the University of California at Los Angeles (UCLA), the Federal Building on famous Wilshire Boulevard, and an extraordinary array of museums, movie theaters, arts and cultural activities, galleries, shopping centers, restaurants, libraries, parks, beaches, family-friendly events and activities for all age groups, the Home offers Veteran residents and their families a wealth of cultural, social and recreational landmarks and opportunities.

Completed in September 2010, the Home is a 396-bed, state-of-the-art, long-term healthcare facility for California's Veterans. Adjacent to the Memory Care unit is a beautiful, open-air garden with a cozy seating area where Veteran residents can enjoy being outdoors in a safe and comfortable environment. The Home offers several care options for residents: Residential Care for the Elderly, Skilled Nursing, Memory Care, and Transitional Housing for homeless Veterans.

**DUTIES:**

Under general direction, this position reports to the CalVet Undersecretary for Veterans Homes, the Deputy Secretary for Veterans Homes, and the Governing Body. This individual is responsible for securing and/or maintaining the licensure at the Home. Major functions include, but are not limited to:

- 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, United States Department of Veterans Affairs, The Department of Social Services, and the Veterans Administration.
- Supervise all personnel and monitor staffing levels for efficiencies and long term planning. Oversee facility and equipment maintenance program.
- Establish priorities and implement strategies to maintain high quality of care to Veteran residents while closely monitoring all revenue and costs.
- 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.
- Represent the Home within the community and participate in extensive networking with local private and public organizations.
- Review and make recommendations to the Undersecretary regarding proposed legislation that affects the care of aged, homeless, and/or disabled veterans.
- 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).

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: Thomas Martin  
Special Assistant, Veterans Homes Division  
1227 O Street, Suite 300  
Sacramento, CA 95814**

**IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [http://gov.ca.gov/m\\_appointments.php](http://gov.ca.gov/m_appointments.php) DIRECTLY TO THE GOVERNOR'S OFFICE.**

**Questions regarding the application process may be directed to Thomas Martin at [Thomas.Martin@calvet.ca.gov](mailto:Thomas.Martin@calvet.ca.gov) or (916) 503-8035.**

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THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING, AND RELATED MEDICAL CONDITIONS, AND 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”**