ADMINISTRATOR
VETERANS HOME OF CALIFORNIA – YOUNTVILLE

Governor's Exempt Appointment

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE:
Open Until Filled

SALARY:
We offer an excellent base salary and administrator compensation package! The salary listed for this exempt appointment is $130,000 - $140,000 ($10,833 - $11,667 month). This position includes additional compensation and benefits including:

- On-site housing available and highly encouraged
- 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)

Off-site housing must be within 20 minutes call back time of the Veterans Home. State car provided for official use.

LOCATION:
260 California Drive, Yountville, California 94599

WHO SHOULD APPLY:
The California Department of Veterans Affairs (CalVet) is seeking a dynamic Executive Director/Veterans Home Administrator to manage the Veterans Home of California – Yountville (VHC-Yountville). VHC-Yountville is the largest and the third oldest Veterans Home in the United States.

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 while. The ideal 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 the heart of scenic Napa Valley, the Veterans Home of California-Yountville (VHC-Yountville) is a community of and for veterans. Founded in 1884, VHC-Yountville offering residential accommodations with a wealth of recreational, social, and therapeutic activities for independent living. Some 1,200 aged or disabled veterans of World War II, Korean War, Vietnam War, Desert Storm, and Operation Enduring Freedom/Operation Iraqi Freedom now live at the home.

Future health care needs of veterans admitted to the VHC-Yountville Home at the Residential Care level are met by on-grounds facilities for Residential Care Facility for the Elderly, intermediate Care, Skilled Nursing Care, and a "Memory Care Center" for residents with various forms of dementia. General acute care is provided at Queen of the Valley Hospital in Napa, St. Helena Hospital in St. Helena, and the U.S. Department of Veterans Affairs Medical Center in San Francisco.

The Yountville Home is also a focal point for the Napa Valley Community with the 1,200 seat Lincoln Theater (home of the Napa Valley Symphony), 9-hole golf course, Borman Field baseball stadium, bowling lanes, swimming pool, and a military Base Exchange branch store. All of these facilities are available for use by resident veterans at no additional cost. Additionally, the home offers services specifically for residents including a fitness center, a resident operated television station, auto hobby shop, a 35,000 volume library, creative arts center, and a multi-faith chapel.

DUTIES:

Under the general direction of the CalVet Undersecretary of Veterans Homes VHC- Yountville Administrator has overall responsibility for operating the Home. Specifically:

- Provide high quality of care to residents while closely monitoring all revenue and costs.
- Ensure that the Home meets all licensing standards through planning, training, physical facility improvement, policies, and procedures.
- Ensuring quality long-term care for veterans by developing objectives and delivery of quality services; QA and QM.
- Develop ongoing contacts with regulatory and licensing agencies such as the Department of Health Services, USDVA, the Department of Social Services, and the Veterans Administration.
- Supervise personnel and monitor staffing levels.
- Read and interpret financial statements and manage $80 million budget.
- Review and make recommendations regarding proposed legislation that affects the care of aged, homeless, and/or disabled veteran.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations 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 Facility for the Elderly), Title 12 Military and Veterans Code.
- Represent the Veterans Home within the community and participate in extensive networking with local private and public organizations.
- Present information and respond to questions from groups of managers, clients, customers, and the general public, including providing testimony at hearings with the Department of Finance and legislative budgetary committees as requested.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ensures employee performance meets or exceeds expectations and periodic performance appraisals are conducted on a timely basis.
- Oversees facility and equipment maintenance program to make sure facility is a safe, clean, comfortable, and appealing environment for residents, patients and visitors.
- Assist residents in evacuating the building in an emergency.

DESIRABLE QUALIFICATION(S):

- Minimum 3 years successful experience as Executive Director or Administrator in Assisted Living or Long Term Care facility.
- Have a focus on hospitality and service delivery with knowledge of healthcare.
- Manages by "walking around" and not from behind a desk with a true passion for veterans and senior adults.
- 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.
- Be a veteran or have experience with veteran related issues.

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. Updated Bulletin Release Date: 01-23-2014

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"