



ADMINISTRATOR VETERANS HOME OF CALIFORNIA – BARSTOW

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 \$120,000 annually. This position includes additional compensation and benefits 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)

LOCATION:

Veterans Home of California – Barstow
100 E. Veterans Parkway, Barstow, California 92311

WHO SHOULD APPLY:

The California Department of Veterans Affairs is seeking a dynamic Executive Director/Veterans Home Administrator to manage the Veterans Home of California in Barstow. 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 the heart of the Mojave River Valley, the Barstow Veterans Home is a community of and for veterans. Opened in February 1996, the Home is a 400-bed, long-term care facility located on 22 acres with a panoramic view of the Mojave River Valley. The high desert atmosphere offers a climate that is healthful, quiet and safe with very low air pollution. The Home provides California veterans with a living environment that protects their dignity and contributes to their feeling of self-reliance and self-worth. It offers three levels of care: Domiciliary (independent living), Intermediate Care, and Skilled Nursing Care that provide continuity in the lives of residents. The Home enjoys the strong support from the local community as well as camaraderie from the neighboring Marine Corps Logistics Base and the National Training Center at Fort Irwin.

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: Jacquie Ruiz
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 Jacquie.Ruiz@calvet.ca.gov or (916) 653-1849.

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: 07-11-2014

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”