



Colorado Department of Human Services

people who help people

**Open Competitive - Residency Waiver
EMPLOYMENT OPPORTUNITY
Department of Human Services - Western District
Colorado State Veterans Nursing Home at Rifle
RE-ANNOUNCED**

Job Title: Nursing Home Administrator (NHA)

General Professional VII FLSA: Exempt

Position Number: ILD-00001

Job Location: 851 E. 5th Street, Rifle, CO 81650

Salary: \$6,345.00 - \$9,147.00 monthly DOE

Release Date: September 4, 2009

Apply By: September 11, 2009

Employment Type: Full-Time

Class Code: H6G7XX

Information About The Job:

NOTE: A residency waiver has been approved for this position, which means that out-of-state applicants can now apply and be accepted into the applicant pool. Out-of-state applicants that previously applied will not need to resubmit an application. However, since applications are active for a six-month time period, applicants may need to update their current application by contacting the HR Specialist at the telephone number listed below.

ASSIGNMENT: The Colorado State Veterans Home at Rifle is located on Colorado's western slope in the scenic Colorado River valley. Rifle is located a comfortable elevation of 5,700 feet, 189 miles west of Denver and offers a mild climate with plenty of clean mountain air and beautiful blue skies. Amidst this setting, the State Veterans Nursing Home at Rifle provides 100 beds of skilled nursing care, including a 16-bed Special Care Unit for residents with Alzheimer's Disease or related conditions.

This position is exempt and is not eligible for overtime.

DUTIES: This position functions as the highest level on-site Administrator for the only veteran's nursing home on the Western Slope. The Administrator directs, manages, supervises and plans the continuity of care. Duties include managing human and fiscal resources, including but not limited to, oversight of the budget process, fiscal accountability and management of a cash-funded state agency. Develops, revises and authorizes all policies and procedures affecting the facility. This position interacts with high-profile veterans organizations and the political process, including attending any necessary court proceedings. Develops long-range plans and goals for the facility, communicates vision and provides oversight for all departments and programs. Determines, monitors and revises the organization's staffing patterns. Supervises, through subordinate managers, approximately 130 staff members. Develops performance plans and evaluates performance of subordinate staff. Initiates, approves and implements corrective and/or disciplinary actions to correct employee performance. This position is responsible for approving the delegation of appointing authority status for subordinate staff within the facility through the Office Director. Attends workshops, state and federal conferences to keep abreast of new laws, rules, regulations and techniques designed for efficient nursing home management. Performs other related duties as assigned or required.

MINIMUM QUALIFYING REQUIREMENTS: Graduation from an accredited college or university with a bachelor's degree in human services, health care, business or related field AND a minimum of five years of management experience. Management experience must include three years of nursing home experience, two of which must have been working as a NHA. Must be familiar with Medicare and Medicaid programs and requirements, as well as federal and state licensure requirements. Must possess and maintain a valid State of Colorado Nursing Home Administrator's license OR be eligible to sit in for the examination to obtain a temporary license.

SUBSTITUTIONS: A Master's Degree from an accredited college or university in a field of study as outlined above may substitute for the bachelor's degree and one year of the general nursing home experience, but not for the two years experience as a Nursing Home Administrator or for the Nursing Home licensure.

PREFERRED QUALIFICATION: Applicants with documented experience with VA rules and regulations are highly preferred.

CONDITIONS OF EMPLOYMENT: If you possess an out-of-state NHA license, you must possess a temporary Colorado NHA license prior to beginning employment. Please review the attached website to ensure you will be able to meet the conditions for obtaining a temporary license with the Department of Regulatory Agencies @ <http://www.dora.state.co.us/nursing-home-administrators/licensing.htm>. In order to remain in this position on a permanent basis, you must obtain a Colorado NHA license within six months of hire. Must pass a Colorado Bureau of Investigation background check and a Federal Bureau of Investigation background check as a condition of employment. Must obtain and maintain a current State of Colorado driver's license (**Please include driver's license number on application**).

IMPORTANT NOTE:

Your employment application may be used to determine your rank among the candidates for this position either as the only step in the examination process or as the first step in the examination process. Therefore, it is important to fill out the application completely and to give a detailed description of your work experience. Be sure your application specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the major responsibilities and experience requirements. Failure to include information or follow instructions may result in your application not being accepted for this position. You must include specific employment dates to ensure previous work history is calculated correctly. Employment history is calculated on a full-time basis (40/hrs per week). Part-time employment is pro-rated. Resumes will not be accepted in lieu of the official State of Colorado application form, but may be attached to your completed application.

IMPORTANT INFORMATION:

Included in the background check, is a current and/or previous employer check. Your current and/or previous employers within the last 10 years at a minimum must be listed on your job application (most recent in descending order) even if the job duties are unrelated to the position vacancy. Use additional sheets if necessary. Incomplete employer information (address, phone number and supervisor) or omission of former employers may result in disqualification of the application.

Former employees of the Colorado Department of Human Services (CDHS), who were disciplinarily terminated or resigned in lieu of termination, are not eligible to work for CDHS.

Be sure your application specifically addresses your qualifications, experience, work products and accomplishments as they relate to the position duties and minimum requirements. If you have training or certification that supports the requirements you should attach copies of these documents in you application packet. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position. Your application will be reviewed by qualified human resource specialist(s) to determine if you meet the minimum requirements for the position. If your application does not demonstrate that you meet the minimum requirements, you will not be considered for the position. You will be notified of the results of the application review by mail. If questions remain after official notification, please contact Andrea Mora @ (719) 546-4619. If your application is rejected, you may contact our office at the phone number on the letter within five days of receipt to discuss the rejection. If you still do not agree with our selection decision concerning your qualifications, you have the right to have our decision reviewed by the State Personnel Director. Your request for Director's review must be received in the Director's office within ten (10) calendar days from the date you receive this notice. Your appeal must be in writing, signed by you or your representative, and must be mailed or delivered no later than ten (10) calendar days from the date the position announcement/examination closes. To request a Director's review, you may access the *State Personnel Director's Appeal/Dispute Form* at http://www.colorado.gov/dpa/dhr/pubs/dispute_forms.htm. Directions for completing and filing the *State Personnel Director's Appeal/Dispute Form* may be found at <http://www.colorado.gov/dpa/spb/docs/appealdisputeinstruct.pdf>

ADDRESS CONFIDENTIALITY PROGRAM: If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

GENERAL INFORMATION:

Submission of a complete application packet is the responsibility of the applicant.

When applying for a state job carefully follow the published instructions. Submitting an application without all the required information or past the announced deadline will result in the application not being considered for the position. Colorado state law requires that the top three scoring individuals from the testing process be referred to the hiring authority for a job interview. A hiring authority may hire any of the persons referred.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

Colorado complies with the Americans with Disability Act to provide accommodations for persons with disabilities.

If you are appointed to a permanent position, you will serve a probationary or trial service period, not to exceed one year. This is the final part of the selection process and performance on the job is reviewed carefully. Upon satisfactory completion of this probationary or trial service period, you will receive "certified" status.

Veteran's Preference points are added to final passing scores on open-competitive examinations only for eligible veterans and un-remarried spouses of qualified veterans. The job application contains information on how to qualify for and receive veteran's preference points.

All employment opportunities are open to qualified persons who are at least 16 years old (unless other age limits are required). The Colorado Constitution also requires that candidates for state classified jobs be residents of Colorado, unless the State Personnel Board waives this requirement. If the residency requirement has been waived for a position it will be noted in the job announcement.

Classified employees of the Colorado Department of Human Services (CDHS) receive the State of Colorado benefits, which includes: paid holidays, annual and sick leave; Public Employees Retirement Association (PERA), tax deferred annuity plans, medical insurance, dental insurance and life insurance plans.

How To Apply:

Documentation necessary to be considered for this job announcement includes:

- 1) Completed State of Colorado Application for Announced Vacancy
- 2) Completed Demographic Information Form
- 3) Completed Department of Human Services Background Investigation Form
- 4) Completed Disqualification and Appeal Rights Form

Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position.

Do not submit applications directly to Rifle Nursing Home. Applications can be mailed or faxed to the address listed below. Late applications will not be accepted.

To access forms, click on the website listed below:

<http://www.gssa.state.co.us/announce/Job+Announcements.nsf/Web+Pages/WelcomeAppl?OpenDocument>



[Disqual & Appeal Rights Form \(NHA Rifl; BIU Forms 10-04.dc\)](#)

Submit all materials to:

Andrea Mora
Colorado Department of Human Services
Southern District Human Resources
1600 W. 24th Street
Pueblo, CO 81003
(719) 546-4619
(719) 546-4627 (fax)

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.