

Superintendent

SALARY:

\$6,951.67 - \$7,564.00 Monthly
\$83,420.00 - \$90,768.00 Annually



“Serving Those Who Served”

The Washington State Department of Veterans Affairs (WDVA) is seeking a qualified and committed healthcare administrator for the position of Superintendent of the Spokane Veterans Home in Spokane, Washington.

CANDIDATES MUST BE HONORABLY DISCHARGED U.S. MILITARY VETERANS AND HAVE A NURSING HOME ADMINISTRATOR LICENSE

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most state positions. This position is subject to the salary reduction. The salary listed for this position does not include this reduction. For specific information on the Temporary Salary Reduction [click here](#).

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing, and it will be to the applicant's advantage to submit materials as soon as possible.

COMPENSATION

This position serves at the pleasure (at will) of the Agency Director, with a salary range of \$83,420 - \$90,768 per year based on applicant qualifications.

AGENCY PROFILE

The Washington State Department of Veterans Affairs (WDVA) is a full-service State Agency that assists veterans, their family members and survivors. The department is an advocate for veterans and their families and aggressively pursues all federal and state benefits and entitlements on their behalf. This includes representing veterans in cases adjudicated with the US Department of Veterans Affairs; providing Post Traumatic Stress Disorder (PTSD)

counseling services; fiduciary and protective payee programs for veterans and family members who are incapable of managing their own financial affairs; and outreach to underserved veterans. WDVA operates three state Veterans Homes which provide high quality long-term nursing, light nursing, and domiciliary care for honorably discharged veterans and their spouses.

The Spokane Veterans Home is a long-term health care facility located near the eastern border of Washington State in Spokane, the heart of the Inland Northwest. The Home serves up to 100 veterans, and in some cases spouses of veterans, needing skilled-nursing care. The newest of the three State veterans' homes, Spokane Veterans Home opened in 2001 and is Medicare and Medicaid certified.

For more information visit our website at www.dva.wa.gov.

DUTIES:

The Superintendent is responsible for the operational and financial management of the Spokane Veterans Home, including approximately 138 employees serving 100 residents. In addition, the Superintendent plays a vital role in the lives of the veterans residing in the Home by actively participating in Resident Council and veteran service organization activities and functions.

Key Responsibilities:

- Serve as a member of the WDVA Executive Management Team.
- Provide leadership to staff and management personnel, including 9 direct reports.
- Provide input and management for the operation of all areas of the Spokane Veterans Home.
- Develop and manage a biennial operating budget of over \$18 million.
- Manage capital project requests and the development of a biennial capital budget.
- Maximize access to the Home by managing the daily census, partnering with the agency outreach team and working with community healthcare providers.
- Ensure the Home consistently meets or exceeds Medicaid, Medicare and VA Certification standards.
- Must be familiar with or able to learn the Recovery Audit Contractor process.
- Ensure Home meets state, federal and local certification and survey standards.
- Maintain and comply with agency reporting requirements using GMAP principles.
- Conduct needs assessments to establish priorities for competing resources.
- Serve as administrative contact for families, volunteers, local Veterans Service Organizations, Long-Term Care Ombudsman, and other partners.
- Monitor and evaluate resident satisfaction, including quality of care and quality of life indicators.
- Keep up-to-date on state and federal regulations, market trends and practices that may impact the Home.

QUALIFICATIONS:

The best candidates will meet or exceed the following criteria:

- HONORABLY DISCHARGED VETERAN (*required* by state statute).
- NURSING HOME ADMINISTRATOR'S LICENSE (*required* by federal law).

- Bachelor degree in health services administration, long-term care administration, health sciences, public health, public administration or business administration. Master's degree preferred.
- Demonstrated leadership and proven effectiveness working with labor organizations.
- Demonstrated ability to manage budgets and proven ability to interpret data.
- Strong familiarity with contemporary management principles and practices.
- Excellent communications skills, diplomacy, flexibility and ability to inspire and motivate others.
- Personal commitment to diversity in the workplace as well as ability to embrace diversity of perspectives and ideas.
- Track record of customer focus and internal/external customer satisfaction.
- A results driven leader who is able to work under pressure managing multiple projects and services while continuing to produce required outcomes and deliverables.
- Must comply with health screening requirements by undergoing a tuberculosis skin test.
- Must pass a Criminal History Background check free from Disqualifying Convictions.

TO APPLY: [CLICK HERE](#)

SUPPLEMENTAL INFORMATION:

As a management position, exempt from the overtime provisions of the Fair Labor Standards Act, this position is required to adjust hours to meet program needs. This may require working excess hours to include weekends and/or holidays.

The State of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 725-2204 or toll free (800) 562-0132 option 5. For questions about this recruitment call (360) 725-2204. TTY users should first call 711 to access the [Washington Relay Service](#).

Superintendent Supplemental Questionnaire

- * 1. Do you have a valid Nursing Home Administrator's License?
 - Yes
 - No
- * 2. Are you an honorably discharged U.S. Military Veteran?
 - Yes
 - No
- * 3. Are you willing to work in a nursing home environment?
 - Yes
 - No
- * 4. Are you willing to undergo annual tuberculin screening as a condition of employment?
 - Yes
 - No

- * 5. Are you willing to undergo a criminal background check every two years as a condition of employment?
 - Yes
 - No
- * 6. Please cut and paste your letter of interest outlining how you meet the desired and required qualifications in the space below.
- * 7. Please cut and paste a current resume in the space below.
- * 8. Please cut and paste three professional references in the space below.
- * 9. How did you learn about this job opportunity?