



Superintendent Nursing Home Administrator

Reference Code: NB00018481*
\$86,000- \$99,000 per year DOQ

Agency Profile

The Washington State Department of Veterans Affairs (WDVA) is comprised of more than 600 dedicated staff, who strive to successfully achieve WDVA's mission of "Serving Those Who Served." To achieve this mission, WDVA provides critical services to veterans and their families, both in the community and among three veterans homes within the State of Washington. WDVA is a national leader in the satisfaction of veterans claims submitted to the U.S. Department of Veterans Affairs, reaching out to Washington's 670,000 veterans.

WDVA operates three veterans homes across the state in Port Orchard, Orting, and Spokane, providing domiciliary, light nursing care (assisted living) and skilled nursing care for honorably discharged veterans, to include, in some instances, their spouses or widows.

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

The Washington State Department of Veterans Affairs (WDVA) is seeking a qualified and committed Nursing Home Administrator for the position of Superintendent of the Washington Soldiers Home, a Medicaid/Medicare long term care facility, located at Orting, Washington.

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

The recruitment will remain open until the position is filled. Candidate evaluation will be ongoing, and it will be to the applicant's advantage to submit materials by September 10, 2009.

COMPENSATION

This position serves at the pleasure (at will) of the Agency Director, with a salary range of \$86,000 - \$99,000 per year based on applicant qualifications.

DUTIES

The Superintendent is responsible for the operational, clinical and financial management of the Washington Soldiers Home, to include 170 employees serving 180 residents in a 181 acre facility. The Superintendent has ultimate responsibility for all clinical, financial and regulatory outcomes.

KEY RESPONSIBILITIES

- Serve as a member of the WDVA Executive Management Team.
- Provide leadership to staff and management personnel.
- Develop and manage multimillion dollar biennial and capital operating budgets.
- Maximize admissions to the Home by managing the daily census and case mix to budgeted targets, 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.
- Maintain and comply with agency reporting requirements using Government Management Accountability and Performance principles.

Employee Benefits

The state of Washington offers a comprehensive benefits package, including:

[Medical](#), [dental](#), [life](#), and [long-term disability](#) insurance.

Optional [medical flexible spending account](#).

Vacation, sick, military, and civil leave.

Eleven paid holidays per year.

A state [retirement plan](#).

Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs.

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) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 725-2204.

QUALIFICATIONS

The best candidates will meet or exceed the following criteria:

- HONORABLY DISCHARGED U.S. MILITARY VETERAN (*required* by state statute).
- NURSING HOME ADMINISTRATOR'S LICENSE (*required* by federal law).
- Demonstrated leadership and proven effectiveness working with labor organizations.
- Demonstrated ability to manage budgets, proven ability to interpret data and 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.

HOW TO APPLY

Complete application packages must include the following:

- A letter of interest with a brief description of your qualifications for this position.
- A current resume listing names of employers, dates of employment, and your education.
- Four professional references with current telephone numbers. This list should include 1-supervisor, 1-subordinate, 1-peer, and 1-person outside of your immediate work environment.

Application materials may be delivered by:

- Submitting your application through www.careers.wa.gov and attaching the above within the Application Wizard on the attachment tab OR
- Submitting via electronic mail to: Recruiters@dva.wa.gov OR
- Submitting hard copies to:

Washington State Department of Veterans Affairs
PO Box 41150
Olympia, WA 98504-1150
ATTN: Human Resources

SPECIAL NOTES

- Persons selected must pass a Criminal History Background check.
- Employees must comply with health screening requirements by undergoing a tuberculosis skin test.
- As a management position it is exempt from the overtime provisions of the Fair Labor Standards Act and is required to adjust work hours to meet program and resident needs. This may require working excess hours and/or holidays.