

# VACANCY NOTICE

CS-376 REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Administrator RI Veterans Home</u> CLASSIFICATION CODE: <u>02574400</u> SALARY RANGE: <u>Gr 141 \$78684-91363</u> REFERENCE POSITION NO.: <u>1235-10000-672</u> Department of Human Services      APPLICATION PERIOD: <u>1/22/10 - 3/1/10</u> Division/Section/Unit <u>Veterans Affairs</u> GRACE PERIOD ENDS <u>N/A</u> Assignment(s) / Comments _____ Shift and Days: <u>Monday-Friday NS</u> Job Location: <u>Veterans Home, Bristol</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement      Yes _____ No <u>X</u> _____ Name of Bargaining Unit Union: _____ There is* <u>  </u> is not <u>  X  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> </ul> <ul style="list-style-type: none"> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                 E-VERIFY PROGRAM EMPLOYER             </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> Please refer to attachment	
<b>Minimum Education &amp; Experience</b>	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Graduation from an accredited college with a minimum of a Bachelor's Degree (Master's Degree preferred) in a health related field with supplemental courses in Business Administration, Health Care Administration, and/or Public Administration; and considerable supervisory experience in the management of an institution involving nursing and medical care, rehabilitation, housing, feeding, and work of various types of persons with emphasis upon the disabled and aged; or any substantially equivalent education and experience. <b>As a condition of appointment, must be an honorably discharged war veteran of any war in which the U.S. has been engaged; Must possess a valid Rhode Island Nursing Home License and must maintain such licensure as a condition of employment.</b>	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Ann DeBonis      Telephone #: <u>401-462-2481</u> OHHS Human Resources Service Center      Fax #: <u>401-462-2041</u> Benjamin Rush Building      TTY/TDD #: <u>401-462-3363</u> 600 New London Avenue      (Telecommunication Device for the Deaf) Cranston, RI 02920	



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

**Administrator, RI Veterans Home**  
**1235-10000-672**

Duties/Responsibilities

To be responsible for the 24-hour per day management of such functions as the administration of the medical, therapeutic, rehabilitation and recreational services and programs designed for the care and welfare of the chronically ill, severely disabled, and domiciliary veterans.

To prepare and submit annual budget estimates, appropriation and receipts accounting, office services, purchasing, inventory control of supplies and equipment.

To administer safety programs, nutrition services, and building and grounds maintenance.

To arrange for visits and tours of the Home by interested groups, both veterans and civic.

To be responsible for the admission of eligible war veterans to the Home and their discharge therefrom.

To plan, direct, coordinate and review the work of staff engaged in social services, and veterans care programs; to confer with the staff where appropriate to establish priorities; to participate in the development and maintenance of in-service employee training.

To develop and maintain an open environment for communications with members and their families; develop and maintain an effective volunteer and public relations program to encourage community involvement through education and awareness of the facility's function and purpose.

To attend required seminars and maintain a positive communications network among the Rhode Island Veterans' Home, all veterans services organizations, the Department of Veterans Affairs, and the Department of Health.

To do all other related work as required.