

CLASS TITLE: ADMINISTRATOR, RHODE ISLAND VETERANS HOME

Class Code: 02574400

Pay Grade: 43A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration and management of all functions and services of the Rhode Island Veterans Home; and to do all related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director, Office of Veterans Affairs, within the Department of Human Services; all work performed is subject to continual and occasional review for results obtained.

SUPERVISION EXERCISED: Plans, directs, coordinates, and reviews the work of subordinates engaged in providing a full spectrum of skilled nursing care, long term care, and all other levels of care provided for a war service veteran and their dependents at the Rhode Island Veterans Home; to supervise, administratively, the work of staff physicians and all other clinical aspects of resident care as it relates to the Veterans Home, and under the regulations of the Rhode Island Department of Health.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration and management of all functions and services of the Rhode Island Veterans Home.

To be responsible for the 24 hour/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 service, 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 review all cases of alleged misconduct of domiciled war veterans and to take such disciplinary action as required.

To plan, direct, coordinate and review the work of staff engaged in social services and veterans care programs; to confer with the staff concerning needs and requirements and to take necessary action 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 functions and purpose.

To attend required seminars and maintain a positive communications network between the Rhode Island Veterans Home and all Veterans Service Organizations, as well as with the Department of Veterans Affairs.

To develop and execute all capital plans and budgets for the Office of Veterans Affairs;

To coordinate the submission of the annual budget for the Office of Veterans Affairs and

answer inquiries from the executive and legislative staff;

To coordinate and process personnel actions for the Office of Veterans Affairs to include requisitions, hiring, budget preparation and personnel supplements;

To coordinate grant requests to the federal Veterans Administration for the Office of Veterans Affairs;

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the federal and state laws relating to veterans benefits and programs; a working knowledge of individual and social factors contributing to personal maladjustment and dependency; a working knowledge of the modern principles and practices of Nursing Home Administration; a working knowledge of regulations for the operation of nursing homes, as well as knowledgeable in all aspects of Medicare and Rhode Island Medicaid Reimbursement Programs; a working knowledge of Departments of Veterans Affairs, Veterans Benefits Programs and Health Care Services and Benefits; a familiarity with the practices and procedures of fiscal administration and basic accounting; the ability to develop and multi-million dollar budgets for operations and capital projects; the ability to execute budgets and capital projects; the ability to administer a variety of programs and services such as nursing, therapeutic activities, recreation, housekeeping, dietary and social services; the ability to estimate needs and requirements accurately in order to correlate supporting services; the ability to maintain an effective public relations program with veterans organizations, state departments and the public; the ability to settle disputes among staff, discipline, counsel, and to recommend suspensions and terminations to the appointing authority; to possess a functional background in "Quality Management" protocols; to possess a functional background in Information and Processing and latest electronic data; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from and accredited college with a minimum of a Bachelor's Degree in a health related field with supplemental courses in Business Administration, Health Care Administration, and/or Public Administration; and

Experience: Such as may have been gained through: 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 combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: As a condition of appointment, must be an honorably discharged war veteran of any war in which the United States has been engaged; must possess a valid Rhode Island Nursing Home License and must maintain such license as a condition of employment.

Class Created: August 3, 1997

Editorial Review: 3/15/03

Class Revised: July 23, 2017