

**CLASS TITLE:**

**ASSISTANT COMMANDANT  
(RHODE ISLAND VETERANS' HOME)**

**Class Code: 02574600**

**Pay Grade: 27A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Commandant in the management of the Rhode Island Veterans' Home; in case of the absence of the Commandant, to act as the Commandant; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Commandant, from whom general and specific work assignments are received; work is reviewed usually upon completion for conformance to established policies, regulations and instructions; works in close cooperation with the head of the Home's medical staff in order to coordinate medical and nursing care activities.

**SUPERVISION EXERCISED:** Supervises and reviews the work of a staff of subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the commandant in the management of the Rhode Island Veterans' Home with special responsibility for:

Compiling all necessary data for the preparation of the Home's annual budget estimates for the use of the Commandant in his study of the current and projected operational needs and the determination and justification of anticipated expenditures to meet such needs;

Supervising and maintenance of appropriation accounting, imprest cash fund and receipts records;

Supervising the work of an office staff engaged in stenographic, typing, filing and record-keeping activities, including the preparation of requisitions for supplies and equipment, the maintenance of inventory control of supplies and equipment, and the maintenance of attendance, payroll, leave and all other personnel records;

Supervising the building and grounds maintenance services, including supervision of the heating plant and mechanical equipment; making frequent inspections and reporting to the Commandant the need for necessary repairs, etc.; and

Supervising and participating in the registration and orientation of members when admitted to the Home following the completion of required admission forms, arranging for physical examinations, making of domiciliary assignments and explaining rules and regulations.

To recommend to the Commandant approval or disapproval of requests for services and supplies on the basis of need and adequacy of funds.

To be responsible, in conjunction with the heads of the special services and therapeutic programs, for developing and providing recreational and work therapy programs for the members of the Home.

To be responsible for the administrative supervision of the dietary and culinary services program and for the supervision of the handling and expediting of the business activities relating thereto.

To assist the Commandant in developing an effective social service program at the Home involving the establishment of programs oriented towards rehabilitating members back into the community.

To assist the Commandant in the administrative supervision of the medical care program for the chronically ill and domiciliary veterans.

To be responsible for making periodic daily inspections of the Home's facilities to insure that all policies and regulations have been complied with and, as required, to make reports thereon to the Commandant.

To be responsible for maintaining order among members of the Home disciplining them in accordance with prescribed regulations, but referring serious violations to the Commandant for review and action.

As required, to make studies and investigations of the Home's physical and plant facilities and utilities and to make recommendations relative to their improvement, renovation or replacement.

To assist the Commandant in the development and maintenance of an in-service training program and in the preparation of training manuals.

To assist the Commandant in planning and executing a public relations and special events program in order to generate interest in the state's program for the care and welfare of war veterans.

In case of the absence or unavailability of the Commandant, to act as or represent the Commandant.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of institutional and/or nursing home administration; a working knowledge of the state and federal laws relating to veterans' care and benefit rights; the ability to enforce regulations and to deal with social problems of conduct involving the application of discipline in preservation of order; the ability to assist in the planning, directing and coordinating of management functions of medical, social service and support activities for aged or chronically ill veterans; the ability to supervise and review the work of subordinates engaged in providing clerical, fiscal, custodial and building and grounds maintenance activities; the ability to serve in the capacity of the Commandant in the absence of same; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in a responsible supervisory capacity in a public institution, nursing home or hospital involving performance of management functions.  
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; and within one year of appointment must meet requirements to operate and manage a nursing home as established by the Rhode Island Department of Health.

Class Revised: September 24, 1978

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