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## Important Recruitment Information for this vacancy

- **Job Posting closes:** Open Until Filled

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## Agency Information:

Kansas Commission on Veterans Affairs

[www.kcva.ks.gov](http://www.kcva.ks.gov)

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## About the Position

- **Who can apply:** Any one that meets requirements, please see posting for more information
  - **Classified/Unclassified Service:** Unclassified
  - **Full-Time/Part-Time:** Full-time
  - **Regular/Temporary:** Regular
  - **Work Schedule:** Monday - Friday, 7:30 am - 4:00 pm
  - **Eligible to Receive Benefits:** yes
  - **Veterans' Preference Eligible:** no
  - **Search Keywords:**
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**Compensation:** \$98,500 - \$115,000/Annually

\* Salary can vary depending upon education, experience, or qualifications.

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## Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

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## Position Summary & Responsibilities

### Position Summary:

This position serves at the will of the Director as an unclassified, salaried, exempt position. Salary is commensurate with education and experience. The Superintendent resides in the historic Custer House at Fort Dodge. Housing and utilities are provided with the position. Any final offer for this position is conditional upon the results of a complete background check.

Fort Dodge is located approximately five miles east of Dodge City, on US 400 and its 110 buildings rest on 700 acres. This historical fort dates back to 1865 when Fort Dodge was ordered to be built as a supply post for people and wagon trains traveling the Santa Fe Trail.

Fort Dodge is home to our western Kansas long-term health facility, which provides domiciliary care, intermediate, and skilled nursing levels of care to over 130 veterans and their eligible dependents. The Kansas Soldiers' Home (KSH) is one of two state veterans' nursing homes operated by the Kansas Commission on Veterans' Affairs Office (KCVAO).

The home is licensed and inspected by the Kansas Department for Aging and Disability Services (KDADS) and the Department of Veterans' Affairs (DVA). It is additionally certified by the Centers for Medicare and Medicaid Services (CMS).

## **Job Responsibilities may include but are not limited to the following:**

### **A successful Superintendent will:**

- develop, organize, direct, and manage KSH within the community setting of Fort Dodge,
- sustain a positive culture of collaboration and transparency,
- provide sound, effective leadership ensuring accountability for decision making and effective operations at all levels,
- adhere to state and federal statutes, rules, regulations and compliance guidelines which govern operations at KSH,
- provide a management and communication interface that is positive, forward thinking between the KCVAO Director, Central Office Staff, KSH Staff, other KCVAO program directors, and community leaders,
- ensure the coordination of clinical and administrative services to positively affect delivery of services in an environment conducive to quality care and treatment of veterans' and their dependents, and
- implement policies adopted by KCVAO.
- Specific knowledge and skills needed include:
  - Demonstrated experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff; and knowledge of the principles and practices of personnel and organizational management.
  - Knowledge of licensing, certification, and inspection processes of long-term care facilities which are Medicare/Medicaid certified and policy development for 24/7 facilities.
  - Demonstrated experience in developing a large facility annual budget, and adjusting and adapting to ensure expenditures do not exceed the annual budget allocation.
  - Communication skills requiring the ability to manage a variety of complex and sensitive internal and external issues. Ability to write and deliver testimony to legislature. Demonstrated ability to work with community stakeholders.
  - Demonstrated experience in identifying and handling an operational emergency at a large care facility including communication processes with KCVA Central Office, resident's families, staff, residents and the community.

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## **Qualifications**

- **Education:** Bachelor's Degree in Business or Public Administration or a related field.

- **Licensing & Certification:** It is not required you have a Kansas Long-term Care Administrator's License at time of hire, however the agency would like a successful candidate to successfully take, pass and get a Kansas Long-term Care Administrator's License within six (6) months of hire.
  - **Minimum Qualifications:** Three to four years of proven effective leadership. Experience in a Health Care, Veterans issues and managing a 24/7 facility are preferred.
  - **Preferred Qualifications:** Three to four years of proven effective leadership and/or honorably discharged Veteran. Experience in Health Care, Veterans issues and managing a 24/7 facility are preferred.
  - **Post-Offer, Pre-employment Requirements:** Must successfully pass a fingerprint criminal background check and a drug screen.
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## Recruiter Contact Information

- **Name:** Sheila Rice
  - **Email:** sheila.a.rice@ks.gov
  - **Phone:** 785.291.3422
  - **Mailing Address:** NA. Applications are accepted in an online process at [www.jobs.ks.gov](http://www.jobs.ks.gov). If reasonable accommodation is needed, contact the recruiter.
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## Job Application Process

- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. \*This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page. \*This information is included on all your job applications.
- Start your **draft job application**, upload other required documents, and **Submit** when it is complete.
  - Manage your draft and submitted applications on the Careers> My Job Applications page.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.

- Email – sent to the Preferred email on the My Contact Information page
- Notifications – view the Careers> My Job Notifications page

**Helpful Resources at [jobs.ks.gov](https://jobs.ks.gov):** “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

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## Required Documents for this Application to be Complete

### Upload these on the Careers - My Job Applications page

- Letter of interest
- Resume – Employment History should be complete; minimum 10 years and should include basic responsibilities, specific information on experience relative to this position, and noted achievements.
- Transcripts (student copy accepted during recruitment, Official Transcript will be required for final candidate)
- DD214 (if a veteran)
- References
  - Three supervisory references
  - Two professional references

### Upload these on the Attachments step in your Job Application

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**Helpful Resources at [jobs.ks.gov](https://jobs.ks.gov):** “How, What, & Where do I Upload Documents”

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## How to Claim Veterans Preference

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

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## Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be

considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.