

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>(Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>Palo Alto</b>	5. Duty Station <b>Menlo Park</b>	1. Agency Position No. <b>9634-0</b>
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>SD1</b>	
				14. Agency Use <b>Bus Code: 8888</b>	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<b>Domiciliary Officer</b>	<b>GS</b>	<b>340</b>	<b>12</b>	<b>CB</b>	<b>1/17/93</b>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) **Assistant Chief**      17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment <b>Veterans Health Administration</b>		c. Third Subdivision <b>Domiciliary Service</b>	
a. First Subdivision <b>Department of Veterans Affairs</b>	d. Fourth Subdivision		
b. Second Subdivision <b>Medical Center</b>	e. Fifth Subdivision		

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.      Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Mary Ellen Garcia, EEO Specialist</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <b>James C. Goff, FACHE, Medical Center Director</b>	
Signature <i>Mary Ellen Garcia</i>	Date <b>1-4-93</b>	Signature <i>James C. Goff</i>	Date <b>JAN 8 1993</b>

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
23. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	
Typed Name and Title of Official Taking Action <b>Jensen Shirley, Position Classification Specialist</b>	
Signature <i>Jensen Shirley</i>	Date <b>1/12/93</b>

23. Position Review	Initials	Date	Initials	Date
a. Employee (optional)				
b. Supervisor				
c. Classifier				

24. Remarks  
Age Specific Job Requirements added as an attachment. No change to Title, Series, and Grade.  
Initials: **(M)**      Date: **9/1/95**

25. Description of Major Duties and Responsibilities (See Attached)

*REMS Statement att'd.*

POSITION DESCRIPTION  
ASSISTANT CHIEF, DOMICILIARY OPERATIONS

1. PRINCIPAL DUTIES AND RESPONSIBILITIES:

The incumbent serves as Assistant Chief Domiciliary Operations. The Domiciliary is a bed service that provides multiple integrated interdisciplinary residential rehabilitation and health maintenance programs to the eligible veteran. The incumbent carries full responsibility for Domiciliary Care and has the authority to commit the service in any area which lies within the purview of the organization's functional responsibility. The incumbent has responsibility in sufficient scope to make decisions in the areas of personnel, administration, space utilization, and budget planning having an impact inter- or intra-organizationally. As a professional and administrative adjunct to the Chief of the Service, responsibilities lie principally in the areas of administrative support to the Chief, programmatic and clinical care, personnel issues, fiscal planning, and physical plant maintenance, and in research and training. The incumbent supports the Chief in maintaining patient morale, staff motivation, health and safety, and clear program expectations. The incumbent assists in coordinating the service delivery of a growing number of specialized rehabilitation programs which provide a full range of professional and direct-care services.

The incumbent may be a physician, nurse, psychologist, social worker or similarly qualified health care professional. In the absence of the Chief, he/she acts to provide the leadership and management of the service which requires the ability to exercise full administrative and professional responsibility for the activities of the service.

The incumbent has both local and national level responsibility for the continued professional and scientific development of the Domiciliary Care program. The incumbent supports the Chief in the establishment of quality research and training programs within the Domiciliary. This may require the coordination of local and national training seminars and workshops, as well as professional involvement in ongoing Domiciliary research.

The Assistant Chief, Domiciliary Operations:

- Assists in developing program policies, goals and objectives consistent with the mission of the Domiciliary Program as set forth in MS, part IV. This includes identifying areas requiring administrative and professional review, the drafting and monitoring of service goals, and preparing follow-up reports.
- Coordinates and directs administrative, program planning, and clinical meetings which ensure effective communication, proper functioning and accountability of the service.
- Ensures that appropriate documentation is maintained for programmatic and administrative measures.
- Assists in the development and maintenance of the high quality public relations program for the Domiciliary. Serves as a representative for the Domiciliary, and for the Chief as needed.

- Investigates, develops and prepares responses to inquiries from congressional, VACO, service organizations in regard to former or current Domiciliary patients or applicants. Initiates any required or appropriate actions to resolve complaints and problems related to such inquiries.
- Assists the Chief in investigating and handling complaints, grievances, and other concerns relevant to the welfare of the service by gathering facts and making preliminary reports. Has the authority to make decisions and take corrective action when necessary.
- Assists in the ongoing development and refinement of the various specialized programs. Coordinates the development of new programs as deemed necessary.
- Coordinates and monitors staffing patterns and coverage to insure patient safety. Utilizes union contract and personnel policies as guidelines.
- Maintains primary responsibility for the hiring and training of new employees.
- In conjunction with the clinical staff, monitors the effects of patients' behavior for the general welfare of all patients, applying corrective measures when necessary.
- Provides direct line supervision of Domiciliary paraprofessionals and select other professionals assigned to Domiciliary Services.
- Carries the responsibility for maintaining the Domiciliary budget.
- Maintains the safety and sanitation for all Domiciliary buildings. Is responsible for the upkeep and maintenance of the physical plant. Takes corrective actions when necessary and makes recommendations regarding practical improvements.
- Under the direction of the Chief, oversees collaborative research of professional and paraprofessional staff. Disseminates findings in professional scientific journals, presentations at national and local conventions and professional meetings, book chapters, or administrative reports, as appropriate.
- Assists the Chief in obtaining funding to support research and/or demonstration projects relevant to Domiciliary Care.
- Coordinates, directs and conducts independent research consistent with the Domiciliary mission and as deemed appropriate.
- Provides administrative support to all NIH or VA-funded research projects.

Coordinates education and training programs regarding Domiciliary Care and related issues on both national and local levels. This includes local and national seminars and workshops, consultations with private and governmental agencies, and a national training program within Domiciliary Care to provide inservice and applied training to paraprofessionals and professions interested in Domiciliary Care related issues.

## 2. SUPERVISORY CONTROLS OVER THE POSITION

The incumbent reports to the Chief, Domiciliary Operations, who is available for guidance and control in complex or involved cases. Otherwise, independently performs assigned duties, being guided by past precedent or by regulations, manuals, technical bulletins, and established practices and policy, including station memoranda pertaining to the Domiciliary Operations.

## 3. OTHER SIGNIFICANT FACTS

In addition to the use of professional responsibility in assisting the Chief in the administrative management of the service, the incumbent must utilize great flexibility and responsiveness in functioning in a variety of roles as needed. A thorough understanding of all aspects of the Domiciliary is essential. The ability to function well both independently and with a team of health care professionals is critical.

Guidelines utilized include various VA policies and directives, professional and ethical standards, licensure statutes, and accreditation standards. Interpretation and implementation of these guidelines requires the professional judgment and perspective of the incumbent.

Contacts may include top management personnel at the local and Central Office level, Medical Center Staff, state and local agencies, patients and their families, community leaders and service providers, as well as the academic community.

Work is primarily sedentary, with no unusual physical exertion.

Work is performed primarily in administrative/clinical offices or areas.

Incumbent has authority to make decisions affecting Domiciliary Service and serves in the absence of Chief, Domiciliary Service.

**GEMS STATEMENT:**

In accordance with Health Care System Memorandum No. QM-04-26, the incumbent is required to establish specific pollution prevention and waste minimization initiatives. Use source reduction, reuse and recycle materials when possible, and selective procurement of hazardous substance and other pollutants in the purchasing process. Where appropriate, develop, review and update procedures for processes within the service that have possible environmental aspects and impact. Continue to reinforce the VA's mission to minimize environmental and human health effects while maintaining quality patient care and reducing waste management as a key responsibility for each employee.