

**POSITION DESCRIPTION  
HEALTH SERVICES ADMINISTRATOR**

**POSITION SUMMARY**

This individual acts as chief on-site administrative manager of the Health Services Unit. He/She is responsible for the overall delivery of healthcare to detainees. This individual is responsible for the supervision of all healthcare personnel working at the facility. Acts as a liaison with other departments in the institution and providers in the community. He/She is responsible for maintaining the departmental budget.

**EXAMPLES OF DUTIES**

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Establishes a mission statement that defines the scope of health care services.
- Develops mechanisms, including written agreements, when necessary, to assure that the scope of services is provided and properly monitored.
- Identifies the type of health care providers needed to provide the determined scope of services.
- Interviews and selects independent contractors, supervisors and other personnel, as well as interviewing, hiring, evaluating and promoting the health service department staff.
- Establishes systems for the coordination of care among multidisciplinary health care providers.
- Responsible for managing and supervising healthcare delivery to detainees in the institution, this includes on-site and off-site appointments.
- Develops a quality management program.
- Responsible for providing and maintaining the monthly nursing work schedule to ensure that all staff shifts are covered.
- Provides written responses to detainee grievances and responsible for follow up to determine appropriate actions or charges that ensure quality of care.
- Direct and observe activities of staff, including routine monthly meetings to update staff on events and new policies within the facility.
- Develop and initiate training programs for staff and detainees by focusing on areas of their interest.
- Receive and construct probation report summaries, grievance packages and any other necessary written administrative duties required in the health service department.
- Attend weekly supervisor meeting
- Reviews and develops policies and procedures as needed.
- Attain and maintain accreditation standards such as NCCHC and ACA.
- Responsible for submitting quarterly reports related to the budget to Warden and CEO.
- Complies with the rules and policies of the Corporation; make suggestions when appropriate and necessary.
- Respond positively to direction from managers and supervisors to ensure conformance to company standards.
- Possess physical and mental endurance and the ability to withstand a stressful work environment
- Maintains a communicative device for on-call status.

**FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

**A: KNOWLEDGE REQUIRED**

***Good knowledge of:***

- Nursing skills and process
- Computer skills.
- Working with and maintaining a realistic budget.

***Working skill in:***

- Making sound judgments in making decisions in accordance with departmental rules, regulations, and policies
- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships with co-workers and the general public.

**B: QUALIFICATIONS**

- Masters of Science in Administration preferred, but candidate possessing a history of advancement and supervisory / administrative ability in the field will be considered.
- May substitute relevant field work experience for Masters.

**C: LICENSE & CERTIFICATION REQUIRED**

Possession of current valid state nursing license preferred, but will consider all candidates.

**FACTOR 2 – SUPERVISORY CONTROL**

This position reports to the Warden and is responsible for the Health Services Unit.

**FACTOR 3 – GUIDELINES**

- Must follow all proper policies and procedures of institution.
- Develops policies and procedures consistent with sound correctional policies and procedures and with appropriate approval.

**FACTOR 4 – PERSONAL CONTACTS**

Not Applicable

**FACTOR 5 – ESSENTIAL FUNCTIONS**

***Ability to:***

- Requires regular and reliable attendance, as well as possess physical and mental endurance to respond properly and professionally to stressful situations and work environment.
- Organized and well disciplined to ensure that all documentation conforming to local, state and federal regulations as well as appropriate accreditation standards.

**FACTOR 6 – PHYSICAL DEMANDS**

The work does involve some walking, standing, driving personal motor vehicle, lifting objects up to 25lbs, bending, stooping, reaching and speaking clearly.

**FACTOR 7 – WORK ENVIRONMENT**

- The correctional environment is a fast paced, stressful area to manage.
- Applicant must possess a professional work ethic, and work well under pressure.

**TRAINING AND EXPERIENCE:**

Experience preferred, but will train the right candidate.