Downloaded from <https://www.velvetjobs.com/job-descriptions/health-administrator>

# Example of Health Administrator Job Description

Our company is growing rapidly and is hiring for a health administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for health administrator

* Participate in facility surveys (inspection) made by authorized governmental agencies
* Review and develop a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to supervisor, corporate office and ombudsman representative if required
* Maintain an appropriate and effective liaison with families and residents
* Maintain a good public relations/marketing program that serves the best interest of the facility and community alike
* Delegate a responsible staff member to act in your behalf when you are absent from the facility
* Ensure compliance with manager on call program
* Process cases created by the Contact Center, inbound mail, or issues sent from the client's Benefit Leads
* Process and analyze various health and welfare reports
* Assist with User Acceptance Testing for new plan and/or system updates, including Annual Enrollment
* Work closely with the Customer Care Sr

## Qualifications for health administrator

* Must have the ability to understand, relate, and build confidence in customer
* Ability to demonstrate knowledge of home care, TJC, and other federal, state, and local regulations
* Bachelor’s degree in Safety, Environmental or related field, or equivalent experience
* CHST, GSP, ASP, preferred
* Broad training in a related field usually acquired through high school or work-related experience
* Project management and customer service