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# Example of Health Services Administrator Job Description

Our company is searching for experienced candidates for the position of health services administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health services administrator

* Demonstrate the ability to effectively respond to emergent situations, including appropriate notifications
* Develop, monitor and maintain program within the proposed budget, including monitoring and maintaining productivity standards
* Ensures all new staff are oriented and trained appropriately
* Implements new developments or program expansion representing current behavioral health trends
* Maintains established Department procedures and objectives of quality assurance, safety, infection control and regulatory agencies
* Oversees recruitment, retention and employee relations and/or corrective action in coordination with the Clinical Administrator and Human Resources
* Serves as a resource/consultant for consumers, clinicians, nursing, and all staff
* Responsible for the general administration of all health services programs
* Establish short and long term priorities and goals for the health services unit
* Review and approve all required administrative documents for unit

## Qualifications for health services administrator

* Operational experience in correctional health care and delivery preferred
* Three (3) or more years minimum experience in administrative and supervisory experience preferred
* Master’s or Bachelor's degree in Health Administration or Bachelor’s or Associate’s degree in Nursing and a current and unrestricted license to practice as Registered Nurse in the State of TX
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* Master's or Bachelor's degree in Health Administration or Bachelor's or Associate's degree in Nursing and a current and unrestricted license to practice as Registered Nursein the state of New York
* Mendota, CA 1 vacancy