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# Example of Health Services Administrator Job Description

Our company is hiring for a health services administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health services administrator

* Obtains bids from a minimum of three providers/suppliers for each ancillary service
* Monitors and/or provides an in-service program suitable to the detainee/inmate health care program
* Maintains and fosters external relationships with outside hospital/agency administrators and professional organizations, attendance at seminars, workshops and conferences
* Responsibilities of the Health Services Administrator
* Uphold the importance of the confidentiality and integrity of the data created and maintained in personnel and medical databases
* Manage employee records, working to ensure proper recording, transferring, filing and retention of all Site employee medical records within the DOW Global Health Services systems (including scanning information into WebChart)
* Create and maintain appropriate personnel health documentation in support of EH&S and Occupational Heath
* Understand and able to ensure that Occupational Health, Human Resource, EH&S and Dow Health Services compliances are accurately followed and documented in appropriate databases
* Work closely with the Human Resource to provide data in support of EH&S, Hiring Managers, External Medical Clinic Partners and HR staff
* Work directly with External Medical clinic Partners to ensure the timely collection of data

## Qualifications for health services administrator

* Experience in healthcare planning, budgeting and meeting contractual obligations preferred
* Current and unrestricted license to practice as Registered Nurse in the State of Ohio
* Five (5) years of related work experience in a correctional or detention setting with three (3) of these years in an administrative or supervisory capacity preferred
* Master’s or Bachelor's degree in Health Administration or Bachelor’s or Associate’s degree in Nursing (current and unrestricted license to practice as Registered Nurse in the state of Texas is required)
* Working knowledge of laws, rules, and regulations, such as Oregon Administrative Rules, HCFA Waivers, CMS Medicaid Waiver, DAS-CFO Budget Instructions
* Demonstrated oral and written skills to communicate in an effective and responsive manner