



Example of Hospital Administrator Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a hospital 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 hospital administrator

- To provide a comprehensive secretarial/administration service, to include the use of Microsoft applications and preparation of documentation, correspondence, in line with brand standards
- To assist with induction process for new starters, DBS registrations
- Authority and responsibility for administrative decisions during assigned shift
- Responsible for notification of the AOC (administrator on call), risk management and legal department when appropriate
- Conducts unit and ED rounds to facilitate patient flow and ensure patient care needs are met
- Oversees the function of patient placement and staffing department during off hours, weekends and holidays
- Functions as a professional resource person to clinical personnel and assists by responding to emergency situations
- Investigates patient, family, staff or physician incidents and concerns, takes immediate corrective action and documents findings
- Initiates corrective action or counseling as appropriate in response to employee violations of policies/procedures related to patient care, staff relations or work rules
- Participates in performance evaluation of nursing personnel

Qualifications for hospital administrator

- Bachelor's degree in healthcare administration, business administration, finance, or clinical specialty
- Minimum five years' experience in healthcare administration/management with experience in facility operations management, personnel management, and/or finance
- Minimum of 2 years' experience required in management (healthcare, business, or military) or equivalent renal experience (nurse, dietitian, social worker,) at discretion of DVP and/or ROD
- Holds a Master's Degree in hospital/business/healthcare administration, or comparable experience in a behavioral health, social work, health science, special education, public administration, or human service administration or the knowledge and skills associated with an advanced degree
- High level of interpersonal skills to be able to work with the entire medical staff along with program management leadership