



Example of Hospital Administrator Job Description

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Our company is looking for a hospital administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for hospital administrator

- Accountable to develop hospital's strategic plan in conjunction with regional leadership
- Works with system and regional leaders on targeted physician recruitment and contracting aligned with strategic plans
- Communicates and presents important operational information to and from areas of responsibility including leadership teams and employee groups
- Leads out to create and maintain positive community relationships with key stakeholders to include elected officials, civic leaders, community groups, and more
- Accountable, along with the CNO to ensure hospital and region HCHAPS, PPQ and other patient engagement measures are achieved
- To be the lead for all Administrative and Payroll duties on the contract
- To work with relevant Operational Leads to ensure service delivery across the full range of services is continually improving
- Having responsibility for all aspects of personnel administration on site, including processing of weekly and monthly payroll, mileage and expenses applications, absence recording
- Providing a PA service to the Account Lead at all times, delivering a range of general office duties including planning, booking and recording of team briefs/meetings, controlling incoming/outgoing mail and producing meeting minutes and reports
- Providing cover for Helpdesk and Purchasing duties during holiday and sickness absences

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- Must have at least 1 year of dialysis experience in Hemodialysis & Peritoneal Dialysis (as the program supports both treatment types in both hospitals)
 - Must be able to perform patient care, as this position is approximately 35% direct patient care (16 to 18 hours per week treating patients)
 - Associate's degree or Bachelor's degree in related area (RN) preferred
 - Must have dialysis experience (minimum of 1 year)
 - Bachelors Degree in Health/Business Administration, or other health related degree preferred, or equivalent experience
 - 3 years experience in contract administration preferred