Health Care Administrator

Category: Exempt
Pay Grade: E28
Job Code: 18196

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs professional and administrative management level work in the Pinellas County Health & Human Services Department requiring strong leadership, coordinator, program management, and decision-making skills. An incumbent in this position is responsible for management and oversight of the Health Care Services’ programs within Pinellas County Health & Human Services. These programs impact the health and welfare of Pinellas County citizens and residents in need. This position requires an understanding of health care systems, including business, government/industry policies/regulations, financial information plus the ability to analyze trends, interpret data, and solve problems. The position reports to the Bureau Director, Health & Human Services and may represent the department in the absence of the director. This position plans, organizes, directs and coordinates Human Services-funded health care services delivery through supervision and management of internal programs and externally through contractual arrangements with vendors and providers. The position requires extensive senior level management dealings and interactions with public and private organizations including individuals and officials representing citizens, hospitals, managed care organizations, practitioners, community agencies and other parties. The position reports to the department director or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Develops plans, policies, and procedures to ensure program implementation;
• Provides oversight, monitoring and evaluation of health care services delivery;
• Assures contract compliance and delivery of services;
• Prepares health care budget;
• Assures that funded programs deliver efficient, effective and compassionate care to clients;
• Works closely and collaboratively with other Health & Human Services Managers to assure department outcomes and objectives are met;
• Reviews and analyzes information and data to aid planning and improve service delivery and utilization;
• Coordinates and collaborates with other health care providers to assess community health needs for program planning;
• Remains current on advances in medicine and health care delivery information technology, government regulations and standards, health insurance changes and financing;
• Acts as Health & Human Services liaison to Pinellas County Health Department, Community Health Centers of Pinellas, and other community organizations delivering health care services. Serves on coalitions and partnerships related to health care;
• Prepares for and holds discussions on service delivery issues, coordinates short and long range planning, promotes health programs and resolves problems;
• Supervises assigned staff. Communicates with, motivates, trains, disciplines, evaluates and recruits.
  Evaluates staff performance and provides feedback and recommendations to supervisors and staff;
• Prepares reports as needed;
• Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Bachelor’s degree in health care administration, hospital administration, public health, business administration, public administration or related field, with specialized experience in health management or similar field and two (2) years’ experience in health care management that includes one (1) year supervisory experience or supervisory training; or Master’s degree and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
• Advanced training or master’s degree in health care third-party reimbursement administration, hospital administration, public health, or business administration, with major college level course work, training, and professional experience specializing in the complexities, management, administration, and delivery of health care systems, medical/hospital industry, and related services.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:
• Knowledge of professional health care theory, practice and principles;
• Knowledge of health care administration budgeting and program management; community resources and public health programs;
• Knowledge of administrative and supervisory techniques, practices and procedures;
• Knowledge of the federal, state and local regulations pertaining to the provision of health care and related issues;
• Knowledge of recent developments, current literature and sources of information in public welfare and medical care;
• Knowledge of principles and practices of leadership and management;
• Knowledge of governmental regulations and standards in health care;
• Knowledge of basic principles of finance;
• Ability to apply computer applications and software;
• Ability to maintain current in all health management issues and areas;
• Ability to analyze health care services programs, interpret data and prepare reports;
• Ability to plan, organize and supervise multiple staff;
• Ability to communicate effectively, orally and in writing;
• Ability to establish and maintain effective working relationships with employees, other agencies and the public.

PHYSICAL/MENTAL DEMANDS
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.