

HOSPITAL ADMINISTRATOR 1 and 2

GENERAL

This position carries responsibility for administration of all non-direct patient care services and departments in a provincial mental health or mental retardation center. The incumbent co-ordinates personnel, budget, policy, program and other administration matters, under the general direction of the senior administrator. The 2 level differs from the 1 level in terms of greater accountability and qualification requirements.

TYPICAL DUTIES

Responsible for planning, organizing, directing and controlling all resource departments and services of the center, including personnel, financial, facilities, equipment and supplies.

Administers the center's total budget and actively participates in planning with all senior health center and government staff.

Responsible for developing and directing the implementation of policies and programs in the resource departments and services of the center.

Acts as chief advisor to the Medical Director in development and implementation of center's programs, policies and procedures.

Promotes and maintains effective public relations with governmental and community agencies and individuals.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of personnel and business administration principles in a hospital setting.

Knowledge of government legislation, policies and accounting practices as related to a mental health center.

Ability to communicate effectively, orally and in writing.

Education, Training and Experience

Completion of a post-graduate course in hospital administration, or equivalent training and experience, and at least five years of related experience.

Qualifications for the 1 level is a diploma in hospital administration and three years of business experience.

Physical Standards

Physically capable of performing the duties as assigned.