

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date: August 3, 2018

Closing Date: Until Filled

Position:

**Deputy Hospital
Administrator**

Reports to:

Hospital Administrator

Salary/Wage: Grade E26; \$129,491 \$142,969/YR DOE

Department: Healthcare Administration

Hours: Varies depends on schedule

Location: SSMH

Brief Summary:

The **Deputy Hospital Administrator** supports the mission of Samuel Simmonds Memorial Hospital (SSMH) by assuring the provision of quality, efficient and compassionate patient care.

Essential Job Functions:

Organize, direct, and implement the strategic planning and goal achievement of the following departments: Assisted Living, Screening for Life, Environmental Services, Food Services, and Quality Management.

Ensure a culture that is focused on providing safe and effective patient care.

Ensure that SSMH's plan of care is implemented throughout assigned departments and services.

Collaborate with Administrative and Clinical leaders in SSMH to provide best practices in patient care.

Support Village Health Services as needed.

Participate with the Hospital Administrator in charting the course the hospital is to take in response to developing needs of communities within the North Slope region.

Evaluate the effect of external forces on the institution, recommends long-range plans that support the institution's mission, vision and values.

Inform the Hospital Administrator of current trends, issues, problems, and activities in health care generally, in community health needs, and in the institution to facilitate policymaking. Recommend hospital policy positions concerning legislation, government administrative policies, and other matters of policy.

Work with the Hospital Administrator and ASNA's executive team to ensure the attainment of hospital objectives thorough the selection, development, motivation, and evaluation of hospital personnel. Specify personnel accountabilities and evaluates performance. Establish appropriate departmentalization and delegation. Lead educational programs, and participate as teacher and preceptor. Pursue formal and informal education in health care management. Hire and sees that appropriate salary structures are developed and maintained.

Monitor the adequacy of the hospital's medical activities through coordination with Hospital Administrator, medical staff, and nursing personnel, and the policies needed to assure acceptable health care services.

Assure institutional operating stability by creating a working environment that is satisfactory to staff physicians.

Promote health care services that are produced in a cost-effective manner (trying to employ economy while maintaining an acceptable level of quality).

Assure the sound fiscal operation of the institute including timely, accurate, and comprehensive development of an annual budget and its implementation.

Plan for capital equipment through budget and obtains approvals for capital purchases above specified threshold. Plan the use of physical resources of the institution and insures against physical damages.

Combine organizational resources in such a way as to maximize quantity and/or quality to obtain a set of results.

Ensure compliance of accrediting bodies by continually monitoring the organization's service delivery and initiating changes as required.

Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

BS, BA, required.

Master's degree in related field preferred.

Minimum of 2 years of managerial experience required.

Minimum of 3-5 years of experience as a director of multiple departments preferred.

Desired Knowledge, Skills and Abilities:

Knowledge of project management principles with the ability to implement and adapt techniques, processes, and procedures to improve work flows that ensure patient safety.

Knowledge of best practices in patient care.

Knowledge of federal and state laws, rules, and regulations and Joint Commission standards applicable to all services provided within SSMH.

Effective management skills, interpersonal skills, leadership skills, analytical skills, organizational skills and math/budgeting skills; Express excellent judgment, discretion, and decision-making.

Maintain a sensitive, fair, and impartial approach to dealing with others.

Demonstrated ability to communicate and write accurately, clearly and concisely; excellent presentation skills.

Demonstrate the ability to handle multiple assignments, balance priorities, and make decisions quickly; deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

Certification/Licensure:

None

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 1232 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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