

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR

Basic Purpose:

Positions in these jobs serve as administrators of health care units for the department.

There are four Correctional Health Services Administrator job levels (CHSA I, II, III, IV) that are distinguished by the complexity of the health care unit as measured by personnel cost, the number of authorized FTE assigned to the unit, and additional administrative duties. Each job level is tasked with a similar core set of job functions that increase in complexity with each progressive job level. The CHSA IV also serves as a regional health care administrator for health care units within their designated region in addition to their assigned facility.

Typical Functions:

- Responsible for administering an institution, community corrections center, and/or community work center health care delivery program in compliance with departmental policy and procedures; coordinating the activities of employees in the local medical unit which includes, but is not limited to, doctors, registered nurses, licensed practical nurses, emergency medical technicians, and medical records technicians.
- Provides orientation and training to health service employees; manages the assigned budget and staff to include recruitment; determines assignments and working schedules of staff; develops policies and guidelines for office management and program operations at the local unit; coordinates the purchasing of supplies and equipment for the unit, equipment repairs, and the processing of hospital and physician charges incurred from outside sources.
- Coordinates the delivery of health care services to inmates; serves as liaison between the local medical unit, facility security, and the central Medical Services Division; and conducts sanitation inspections.
- Responsible for ensuring that health records, reports, and other medical information conforms to prescribed standards; ensures that all required reports are submitted.
- Regional CHSA IV positions are responsible for the described functions at their assigned facility as well as administrative duties for staff and medical units within their assigned regions; to include inspections and audits of medical units, research and recommendations for non-routine purchases, and personnel issues including performance management process, hiring & selection process, leave approval, and disciplinary actions.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of public health administration; of budget preparation and planning; of primary health care programs and practices; of personnel practices; of management techniques and practices; of the control and prevention of major health problems. Ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relationships.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of general administration or professional health care experience, or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and three (3) years of professional health care administration or professional health care experience, and two (2) years of supervisory experience.