Healthcare Administrator

Job Description Template

[Facility name] is a nationally renowned long-term care facility that understands how to value both our residents and employees. We reward teamwork, quality, and innovation with ample opportunities for professional development. If you're looking to build your skill set alongside industry leaders, this position is for you.

We are seeking a Healthcare Administrator to oversee the day-to-day clinical and administrative activities of the facility, including profit and loss responsibility and regulatory compliance. This is a fast-paced and exciting position that comes with generous benefits to help you thrive inside and outside the workplace.

Benefits

- Scheduling flexibility
- Paid time off (PTO)
- Retirement plans: 401(k) or pension
- Medical, dental, and vision coverage for employee and family
- Professional development opportunities
- Employee wellness: gym memberships, wellness coaching, and more
- Childcare options

Duties and Responsibilities

- Ensure facility compliance to laws and regulations
- Hire and train new nursing staff
- Track and assess progress toward short- and long-term goals for the facility
- Monitor budget and expenses
- Cultivate a workplace culture that prioritizes patient safety and employee wellness
- Evaluate nursing staff based on best practices and current regulations
- Oversee and monitor the accuracy of clinical records
- Develop resident and family support systems and community outreach programs

- Manage quality assurance initiatives to improve patient outcomes
- Facilitate open lines of communication among staff, patients, and families

Compensation and Shifts

- Healthcare administrator salary range: $80k-100k per year
- Commitment incentives
- Option for overtime and holiday pay
- Bi-weekly or weekly pay periods
- Expected shift scheduling
- Facility care options: assisted living, skilled nursing, memory care, or others

Skills and Qualifications

- Proven competency in healthcare management
- Experience with staff development
- State nursing home administrator license
- English language proficiency and strong interpersonal skills
- Knowledge of healthcare regulations
- Proficiency with digital tools and software
- Up-to-date state licensure as a registered nurse
- Bachelor's degree in healthcare administration
- Business or healthcare administration degree (Master's preferred)
- Three to five years of leadership experience preferred

Take the Next Step in Your Career With Our Team

Ready to put your leadership skills to use? Take the next step in your nursing career by submitting an application on our company website today.