



FREEDOM BEHAVIORAL UNIT

PROGRAM ADMINISTRATOR

POSITION SUMMARY:

The Program Administrator is responsible for the overall leadership and operation of the unit services, departments, budget and functions, subject to oversight by the Chief Executive Officer. The Program Administrator reviews operating results of the unit, compares them to established objectives and approved budget targets, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results. The Program Administrator directs the ongoing mission and philosophy of care of the unit by demonstrating leadership through exploring, developing, accepting and implementing new ideas with vision, foresight, and customer sensitivity to meet the unit's and community's needs. The Program Administrator shall assure the unit is adequately staffed, programming standards are met and adequate resources are provided to meet the needs of the patient populations served. He/She ensures compliance with patient care quality standards and all state, federal and local regulatory laws, standards and protocols for each department, while assisting with the development of the annual operating budgets for the unit; oversees the development of policies and procedures; provides facilities management and oversight of the physical structures, HVAC, mechanical, electrical systems, utility systems and grounds of the unit to ensure operative and safe working conditions; reviews human resources needs with unit department managers. The Program Administrator oversees and is responsible for the development and evaluation of performance of each of the units department and their improvement activities of the Quality Program.

PREFERRED KNOWLEDGE, SKILLS, AND/OR EXPERIENCE REQUIRED:

Education: Bachelor's in management or related Healthcare Degree,
Registered Nurse with at least 5 years of management and
leadership experience minimum.

License: RN License.

Experience: 5-years minimum in healthcare management with preferred experience
in mental health setting.