



Newport News Sheriff's Office Job Description

Classification: **HEALTH SERVICES ADMINISTRATOR** Effective Date: 03-11-2024
Salary: \$114,400 - \$124,800 / year

The Newport News Sheriff's Office has an immediate opening for a full-time Health Services Administrator. The Sheriff's office operates two facilities housing over 500 inmates.

JOB DESCRIPTION

In this role, you will care for an underserved population in a correctional medical environment while working alongside law enforcement to solve problems for our patients and clients. The Health Services Administrator oversees and manages the delivery of healthcare services in compliance with State and Local Regulations, ACA, NCCHC, and State accreditation standards. They evaluate financial and statistical data, program needs and problems, and recommend improvements to ensure operational efficiency and cost-effectiveness. The Health Services Administrator recruits, orients, and evaluates employees, maintains good relationships with stakeholders, and ensures compliance facility policies and procedures. They closely monitor healthcare services, pharmacy use, referrals to consultants, in-patient hospitalizations, and potential catastrophic illnesses to limit liabilities and ensure quality of care. They also function as a liaison between other professional organizations, attend seminars, workshops, and conferences, and promote Quality Improvement standards by participating in audits.

Education

Bachelor's Degree in Nursing, Health Administration, Business Administration, or health-related field preferred.

Experience

Delivery and administration of correctional medical, dental, and mental health care recommended.

Administrative, management and supervisory experience.

Sound decision-making skills are mandatory.

Organizational experience in operations and planning.

Experience in managing budgets and analyzing contracts.

REQUIREMENTS

Currently licensed to practice nursing in the state of Virginia

Current CPR certification

Clear background check

At least 21 years of age.

Be a citizen of the United States.

Have an acceptable background check and acceptable credit check.

Must refrain from all use of controlled substances and are subject to random controlled substances testing.