

HOSPITAL ADMINISTRATOR

The Hospital Administrator is an integral member and team leader of the Patrick B. Harris Psychiatric Hospital executive management. Harris Psychiatric Hospital is under the Division of Inpatient Services (DIS), South Carolina Department of Mental Health (SCDMH), which is a state agency. The executive leadership of Harris Psychiatric Hospital located in Anderson, South Carolina is actively recruiting to fill the position of Hospital Administrator.

The Hospital Administrator oversees the day to day operation of major administrative and support functions of the hospital including IT, facilities management, and food services, as well as, serving as the Administrative Officer On-Call. The position reports to the Hospital Director/CEO and provides leadership and direction in the development and revision of SCDMH/DIS directives and facility policies and procedures. Additional duties include but are not limited to:

- Reviews assigned policies regularly to evaluate for compliance with federal, state and voluntary hospital licensing, accrediting and certifying agencies (i.e. HCFA, DHEC, JCAHO);
- Works closely with direct reports / department directors to enhance and refine the policies and operational procedures within their respective areas on a continued basis;
- Prepares and/or drafts pertinent regular, routine and special factual reports regarding the hospital budget, services and/or occurrences at the direction of the Hospital Director or appropriate SCDMH/DIS Leadership (i.e. survey responses, annual report); and
- Serves as facility liaison/project manager for capital construction and renovation projects ensuring patient/staff safety and compliance with all accrediting, licensing and other regulatory requirements.

The mission of the Department of Mental Health is to support the recovery of people with mental illnesses, giving priority to adults with serious and persistent mental illness and to children and adolescents with serious emotional disturbances. The Agency provides treatment services to approximately 100,000 citizens annually, about 30,000 of whom are children and adolescents.

The Hospital Administrator must be a person of proven executive, collaborative leadership and administrative ability with appropriate education and experience in management of several operational functions. A post-graduate degree in administration and five (5) years of management level experience, 3 years of which includes supervision of staff, is preferred.

SALARY / BENEFITS

An attractive compensation package includes a salary range of \$60,344-\$85,995-\$111,646 plus benefits which adds an additional 39% to the salary offered.

APPLICATION PROCESS

The preliminary application package should include a cover letter, current résumé and be forwarded no later *than July 12, 2019* to the:

Division of Human Resource Services, SC Department of Mental Health

2414 Bull Street, Suite 203

Columbia, S.C. 29202

ATTN: Ernestine Middleton/Hospital Administrator

EMAIL: Ernestine.middleton@scdmh.org

The SC Department of Mental Health is an Equal Opportunity Employer