

State of Georgia Job Description

Job Family:	Healthcare
Job Code:	HCM015
Job Title:	Sr. Dir, Healthcare
Functional Level:	Director (DIR)
Pay Plan:	Statewide Salary Plan (SWD)
Grade:	R
Salary Range:	\$95,324.50 - \$127,321.19 - \$159,317.88

Job Summary:

Oversees, develops, and implements related policies and procedures. Plans, organizes, directs and coordinates the delivery of health services. Monitors and evaluates healthcare programs. Provides leadership to subordinate managers and staff.

Primary Duties & Responsibilities:

- Assures that community healthcare services are adequate, appropriate, and accessible
- Plans and organizes program structure and policies to meet organizational and programmatic objectives
- Plans, organizes, and directs the work of the unit(s) to provide continuous active treatment to the patients served
- Set priorities and implement goals and objectives to meet or resolve identified health problems
- Provides leadership to subordinate managers and staff
- Develop long and short-term goals for the health agency and participate in the agency's strategic and operational planning
- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges health care employees
- Maintains awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance charges, and financing options
- Manages human resources and directs administrative activities for health care employees
- Monitors and evaluates the effectiveness of services and programs
- Oversees the planning, development, scheduling, and implementation of healthcare programs and activities
- Participates in the development and administration of budgets
- Performs community assessments and develops policies and plans based on data collection, activity reports, planning documents, program plans, and objectives

Entry Qualifications:

Master's degree in healthcare services or related field from an accredited college or university and eight (8) years of professional managerial or supervisory experience in healthcare services; or four (4) years of experience at the lower-level Dir, Healthcare (HCM014) or position equivalent.

Note: Some positions may require certification and/or licensure.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.