



Job Posting – Illinois Department of Human Services

Official Title: Senior Public Service Administrator – Hospital Administrator

Working Title: Corrections Administrator of Treatment and Detention Facility

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Subject to Administrative approval serves as hospital administrator of Treatment and Detention Facility (TDF). Plans, directs, administers, and coordinates mental health services at TDF. Manages the general, medical, psychiatric, administrative, and fiscal functions. Serves as spokesperson for the hospital. Directs reviews and enforces standards of care and treatment for patients receiving care at the hospital; directs the establishment and implementation of hospital policy and procedures; directs and provides for the administrative management of the hospital including utilization of hospital resources. Verifies the provision of hospital training and staff competency activities. Represents Treatment and Detention Facility within the Central Network; develops collaborative partnerships with community providers to verify quality care for patients receiving care within the system. Interfaces with the Division of Mental Health, confirming compliance with Administrative and Program Directives.

MINIMUM REQUIREMENTS

Requires knowledge, skills, and mental development equivalent to completing four years of college with course work in a social or human services field. Requires four years of progressively responsible administrative experience in a health, corrections, or human services organization. Of the four years of progressively responsible experience, requires four years of experience with internal/external audit control. Requires thorough knowledge of accreditation and credentialing process, including but not limited to Joint Commission, CMMS, and IDPH. Requires application of evidence-based practices in compliance with regulatory standards. Requires the ability to manage hospital's budget, balance spending plans, and oversight of staffing plans. Requires the ability to train staff to develop techniques that evoke a positive patient response. Requires the ability to identify the most appropriate positive treatment regime and carry out that treatment in accordance with the best practice and behavior modification. Requires the ability to model a patient-centered, recovery driven therapeutic approach to the treatment of all patients.

Work Location:

17019 County Farm Road, Rushville, IL 62681, USA

Application Process:

Please email your resume to amelia.gavina@illinois.gov