



# Administrative Director of Health Information

**Job Code:** ADO - 128  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$36.48 - \$59.68 Hourly  
\$2,918.40 - \$4,774.40 Biweekly  
\$75,883.00 - \$124,137.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to perform professional and administrative work in developing and monitoring day to day operations of agency development, overseeing goals and operational objectives, anticipated workloads, population trends, personnel levels and capital improvement of Division assigned.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Builds strategic plans that reflects vision, values, goals, and objectives of EHN.
- Prepares budget development recommendations.
- Assists in the implementation and provide continuous monitoring for all division programs and operations.
- Supports all functions of division operations by tracking staffing and procedural efficiencies and developing protocols to improve/maintain quality levels.
- Assists in identifying division requirements by analyzing operations and patient experience data; determining project scope; documenting results; rolling out successful programming throughout the center.

- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Health Care Administration, Public Administration, Business Administration or related field, supplemented by four (4) years of progressively responsible experience in operations, mental health or individual with intellectual disabilities; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

Must possess and maintain a valid state Driver's License with an acceptable driving record.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.