

**Correctional healthcare is not just a job. It's a calling.** We take pride in being a pioneer provider of correctional healthcare. If you are interested in helping us continue our legacy of innovation and clinical expertise, we encourage you to connect with us today.

## **Responsibilities**

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The Health Services Administrator (HSA) serves as the chief on-site Administrator and is responsible for the delivery of comprehensive contract services including personnel selection, retention, budgeting and coordinating care with internal and external resources. The Health Services Administrator represents Corizon Health within the institution.

Below is a list of your responsibilities as a **Health Services Administrator (HSA)** at St Clair County County Jail located in Port Huron, MI:

- Be accountable for the delivery of contract services and ensure that Corizon Health is compliant with all aspects of the client contract.
- Recruit and hire all personnel, accountable for interviewing and selecting contractual staff.
- Manage the site budget.
- Construct and supervise an annual operational plan.
- Develop and maintain a positive, professional, and collaborative relationship with clients (warden, supervisor, and/or equivalent client role).
- Ensure client satisfaction.

## **Experience & Requirements**

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- Graduate of an Accredited School of Nursing with the ability to obtain a Registered Nurse (RN) license in the state of employment.
- Bachelor of Science in Nursing or Bachelor's degree in Healthcare Administration or related field preferred.
- Minimum of three years of healthcare management experience: corrections setting preferred.
- Experience in personnel selection, training, scheduling, progressive discipline and termination.
- Excellent knowledge in the development and management of correctional health care delivery systems.
- Demonstrated ability to interact positively with the client, patients, staff, and the management team.
- Ability to problem-solve quickly and effectively.
- Possess the capacity to work in a high stress, high paced environment while maintaining a positive attitude.
- Computer experience in word processing and spreadsheets.
- Have a strong desire to have a significant role in the success of an innovative health services program.

*A background check, security clearance and drug screening are required for this role.*

*Corizon Health is an Equal Opportunity/Affirmative Action Employer. In compliance with federal and state employment opportunity laws, qualified applicants are considered for all positions without regard to race, gender, national origin, religion, age, sexual orientation, disability, Vietnam era veteran, or disabled Veteran status. EOE including Disability/Protected Veterans.*

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