

JOB DESCRIPTION

TITLE: Administrative Director
STATUS: Missionary
CAMPUS: Yei, South Sudan - His House of Hope
SUPERVISOR: Executive Director
DATE: February 2020



I. MISSION OVERVIEW

Harvesters Reaching the Nations (HRTN) is a Christ-centered organization providing discipleship, education and health care to orphans as well as vulnerable women and children in remote regions of the world. We are working to realize a vision a world where children are free from spiritual, economic and social poverty so they can better serve their communities as disciples of Christ.

HRTN began serving children in Yei, South Sudan, in 2001. Four years later, a medical clinic was opened to care for the children. Recognizing the medical needs in the community, the clinic expanded into a hospital, named His House of Hope (HHH). In 2016, HHH was closed due to security concerns. God is leading the organization to reopen a medical clinic, with the hope of reinstating the hospital services at some point in the future.

The Administrative Director will be a spiritual and administrative leader at the medical clinic, and, with a small team, direct the reopening of the facility.

II. PURPOSE

Facilitate the smooth and efficient functioning of the medical facility, following established administrative policies and procedures. Ensure that the overall functioning of the medical facility meets the stated mission and goals. Provide support functions to the medical staff to enable the delivery of quality patient care and services. Achieve business development and goals. Report data, outcomes, and important administrative decisions to the HRTN Executive Director and Medical Director. Work closely with the leadership of the national church (EPC).

III. WORK DUTIES

A. General duties and responsibilities:

1. Participate in daily prayer, individual and corporate, for the knowledge and application of God's will for the ministry of HRTN and the people of South Sudan.
2. Maintain a Christ-like attitude at all times, and behaviors consistent with the Harvesters' Code of Conduct.
3. Perform all duties according to the standards and requirements of the Harvesters' Policies & Procedures.
4. Attend periodic meetings with other HRTN personnel as may be required to coordinate the work of the Mission.
5. Coordinate with others in the work area as necessary to ensure that the work duties are completed during times when you are absent.
6. Maintain communication among local staff and various HRTN staff by attending appropriate leadership and fellowship meetings.
7. Develop productive, professional and positive relationships among all HRTN staff.

B. Administrative Duties & Responsibilities:

1. Implement and manage campus-wide established purchasing policies, personnel policies and other policies and procedures necessary to remain in compliance with local, state and federal regulations and facility by-laws.
2. Evaluate and implement recommendations from medical staff.
3. Ensure that a sufficient number of staff are employed to meet resident care needs and that the facility admits only the residents for whom it can provide adequate care, in conjunction with the Medical Director.
4. Ensure that each resident's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights including the right to lodge a complaint are strictly enforced.
5. Provide assistance to the Medical Director in hiring and training staff.
6. Provide assistance to the Medical Director in managing medical staff personnel issues.
7. Maintain employee information, including start date, leave schedule, salary, personal days, late arrivals, missed days, and any other pertinent information.
8. Enforce work and safety rules.
9. Participate in surveys and inspections as conducted by authorized government agencies.
10. Manage and supervise guard staff. Ensure guards are keeping excess visitors out of wards and hospital building, and that visiting hours are being followed. Ensure all doors are locked at night, with pharmacy inaccessible except to missionary staff.
11. Establish clinic hours and morning staff routine, including tea time, devotional time, and patient care start time, with input from the Medical Director.
12. Ensure that staff are on task according to their duty roster. Check duty roster and confirm that tasks are completed during shift.
13. Ensure all weekly and monthly reports are submitted to government agencies, HRTN Board of Directors and Executive Director in a timely fashion.
14. Ensure medical staff has adequate supplies, forms, and medications. Track inventory of supplies and medications. Order supplies and medications as needed, with input from the Medical Director. Coordinate shipping of supplies to HHH. Arrange payment for orders with HRTN's accountant.
15. Ensure staff are billing and collecting appropriate charges, if applicable. Follow campus-wide established procedures to track and manage cash.
16. Coordinate activities with other HRTN services, patients' relatives, law enforcement officers, and other health facilities.
17. With the Medical Director, develop, implement, and evaluate methods to ensure effective and efficient use of staff, facilities, equipment, and other resources while maintaining patient care standards.
18. With the Medical Director, develop, implement, and coordinate quality management, utilization review, and discharge planning programs.
19. Observe procedures and make appropriate suggestions and recommendations for improving policies and procedures.
20. Formulate budget based on appropriate workload indicators and anticipated revenues in conjunction with the Medical Director.
21. Monitor and control department costs to maintain expenditures within allocations. Recommend acquisition of capital equipment.
22. Engage in studies and investigations related to improving delivery of services.

23. Develop and implement organizational policies and procedures for clinical areas in conjunction with the Medical Director.
24. Review and analyze clinical activities and data to aid planning, costing and risk management and to improve service utilization, with the Medical Director.
25. With the Medical Director, establish clinical objectives/competencies and evaluate for meeting operational criteria.
26. Assist HRTN Director of Development in grant writing and other fund development work.

IV. Qualifications

- A. Experienced Administrative Director, financial or operations professional.
- B. Strong communication skills, both oral and written.
- C. Flexible and adaptable; interest in the local community; interest in learning the local language.
- D. Demonstrated organization, management and leadership skills.
- E. Initiative to improve processes and procedures.
- F. Ability to raise own missionary funds.
- G. Prior missionary experienced preferred.