

# Hospital Sisters of St. Francis

## Position Description

Title: Administrator  
Reports to: President, Hospital Sisters of St. Francis  
Department: Human Resources/Administration  
Originally Written: 6-5-86      Last Revised: 7-15-21      Last Reviewed:

Approved by: \_\_\_\_\_  
President, Hospital Sisters of St. Francis

### Position Summary:

The Administrator is responsible for the leadership, direction, and administration of facility operations in keeping with the Hospital Sisters' expectations of a convent where provision is made for their physical and spiritual well-being, for relaxation and leisure, as well as quiet and silence for prayer, meditation, and study. The facility includes several buildings leased from the Catholic Diocese of Springfield wherein various services are provided to the Hospital Sisters including independent living, independent living with services, assisted living, memory care and skilled care. Various administrative offices, worship and meeting spaces are also supported.

### Responsibilities: (Percent of Time)

1. Planning and Organizing (55%)
  - a. Integrates the mission, philosophy, and values of the Hospital Sisters of St. Francis in long-range goals, strategies, plans and policies:

#### Hospital Sisters Care and Quality of Life:

- Nursing services
- Social needs and recreation
- Food service, as provided by the food service contractor
- Medical services

#### Human Resources:

- Facilitates the process of communication between management and staff
- Develops, implements, and monitors recruitment and retention programs
- Ensures a competitive and equitable program of compensation and benefits. Chairs Employee Compensation Committee.

#### Physical Environment:

- Collaborates with the Board of Directors to plan for the use of space in response to the changing needs of the Hospital Sisters of St. Francis.

- Plans, implements, and evaluates an emergency response that protects the safety and welfare of the Hospital Sisters, visitors, staff, and property.
- b. Researches and makes recommendations for policy changes, job descriptions, staffing levels, capital equipment, maintenance, and contractual services.

2. Directing (30%)

- a. Provides leadership, direction, and evaluation for the department managers of the Motherhouse operations including Community Health Services, Human Resources, Information Services, and Support Services.
- b. Implements policies approved by the Board of Directors.
- c. Ensures that general and departmental orientation is provided for all personnel.
- d. Ensures that the Core Values of Respect, Care, Competency and Joy animate the long-term goals of the organization as well as the effective utilization of human and material resources.
- e. Fosters a productive, accountable, and high quality operation through timely and effective resolution of employee performance issues.

3. Controlling (15%)

- a. Ensures that the organization conforms to pertinent local, state, and federal governmental regulations.
- b. Conducts regular rounds to ensure residents' needs are addressed, monitors each department's activities, evaluates performance, provides feedback, and resolves issues not addressed at the department level.
- c. Directs the development and implementation of procedures and controls to promote communication and the flow of information.
- d. Responsible for final resolution of disputes under the Employee Concerns Process as described in the Employee Handbook.
- e. Ensures a safe, clean, attractive, and home-like environment as primary contact between the facility manager of the Diocese of Springfield and Hospital Sisters of St. Francis.
- f. Assists in the preparation, implementation, and control of the annual capital and operational budgets.
- g. Provides backup support for biweekly payroll processing using the ADP Workforce Now platform.

4. Work Ethics and Interpersonal Relationships (At all times)

- a. Understands and exemplifies Core Values.
- b. Works within the scope of authority and the policies as described in the Employee Handbook and Administrative Policy Manual.

5. Safety/Body Mechanics (At all times)
  - a. Practices good, safe work habits and follows all safety mandates, expectations, and regulations.
  - b. Chairs Employee Safety Committee

Relationships:

Interacts routinely with Provincial Superior, her Provincial Council, the Community Life Team, Sisters, managers, and staff. Represents the organization to various guests, clients, and the public.

Qualifications:

1. Educational: Minimum: Bachelor's degree in nursing, healthcare administration, business, management or similar field. Master's degree preferred.
2. Experience:
  - a. A minimum of five years' experience in management with knowledge and experience of healthcare delivery systems, finance, quality management, and human resources.
  - b. Experience in a health care setting necessary, continuum of care community preferred.
  - c. Familiar with and competent in various office software applications supporting the management of information.
3. Personal:
  - a. Membership in the Catholic Church.
  - c. Must possess interpersonal skills to relate to Sisters, staff, and visitors.
  - d. Recognizes boundaries and respects principles of privacy and confidentiality.
  - e. Demonstrates good judgment, leadership, organization, and time management skills.
  - f. Valid Illinois driver's license and good driving record.

Working Conditions:

1. Responsibilities are separated by significant distances between buildings. Frequent and prolonged standing, sitting, stooping and reaching.
2. Diverse workloads and project deadlines may cause stressful situations.
3. May work for prolonged periods at a computer workstation.
4. May occasionally lift and carry items weighing up to 40 pounds
5. May drive Hospital Sisters of St. Francis vehicles on occasion.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.