



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

HEALTHCARE ADMINISTRATOR

Department of Health & Social Services

Salary and Benefits: \$87,514.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

GENERAL STATEMENT OF DUTIES:

Ensures that healthcare services are administered smoothly and efficiently. Functioning independently, incumbent will oversee the operations of the communicable disease health-care facility. Administrator will manage nursing staff schedules and coverage. Administrator will be responsible for staff coverage using contracted nurses from approved temporary agencies if needed. Experience with state and federal grants are a must and be able to report outcomes to stakeholders. Administrator is responsible for developing policies with the assistance of clinic staff and Emergency Preparedness Coordinator, plan staff needs, assisting the Director of Health with planning budgets and other financial needs of the clinic, create goals and strategies of quality improvement of care and patient experience. Must be able to collaborate with other departments to complete tasks. Evaluate the effectiveness of existing programs and recommend changes as needed. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work, or logically assigned to the position.

- Monitors the completion of work performed by department staff to ensure adherence to timelines and schedules for the department's programs.
- Delegates work and establishes priorities for staff and alters work plans and schedules as needed to meet changing priorities of work objectives, resources, and/or workload demands, and to ensure the department's work is completed in a timely and efficient manner, and in accordance with mandated timelines.
- Provides consultation and guidance to staff regarding the appropriate courses of action to resolve unusual, sensitive, or complex problems.
- Support the hiring, training, and supervision of new staff members.

- Track and analyze patient satisfaction data, including inspection reports and interviews with patients and staff members.
- Evaluate the quality of care provided by the organization and provide feedback to staff members on ways they can improve practices that may have a negative impact on patient care.
- In collaboration with the Emergency preparedness coordinator, develop emergency preparedness plans and emergency response plans for the clinic.
- Develop financial plans to maintain organizational health.
- Ensure compliance with federal and state laws and regulations.
- Attend public events to promote the services provided by the clinic.
- Meet with local officials and community leaders to discuss community needs.
- May be directed to complete other job duties as needed.
- Ensures protection of confidential data by monitoring and controlling access to department systems and files.
- Prepares a variety of documents (e.g., email, meeting summaries, memos, letters, briefing documents, statistical and narrative reports, etc.) to answer questions, obtain information, and document findings, decisions, and recommendations using word processing, email, spreadsheet, and database programs.

MINIMUM EDUCATIONAL REQUIREMENTS

- Bachelor's degree in healthcare administration, public health, or public administration; 1 - 3 years relevant experience may be required by the department, in addition to the bachelor's degree.
- Two (2) to five (5) years of experience working in healthcare facilities.
- An advanced degree in healthcare administration, MHA, MPH, MHM, MPHA.
- Experience with infectious disease and infection control.

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain notes and log or computer database.
- Performs basic procedures for computer assisted data analysis.
- Organizes training sessions and workshops for staff.
- Must possess abilities to communicate effectively to staff and community.
- Must be comfortable with public speaking and media.
- Own supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of subordinate employees.
- Understand basic arithmetic principles (e.g., addition, subtraction, multiplication, division, percentages, fractions) to analyze and interpret land areas, valuations, market, business financial, or other numerical data.
- Be skilled in basic computer programs (e.g., Word, Excel, Outlook) to perform duties related to the job (i.e., create documents, send/receive email, analyze data, etc.).
- Work cooperatively with others, demonstrating a commitment to achieving shared goals and objectives, including treating all others in a fair, respectful, and non-judgmental manner.
- Communicate in a clear, honest, and direct manner to ensure others understand one's ideas, opinions, recommendations, and decisions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

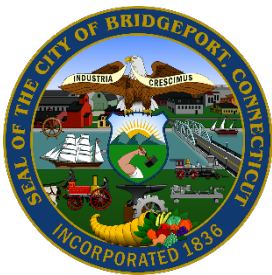
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS
For further information and contact: CIVIL
SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.