



Position Description

Title: Director of Hospital Administration

Date Prepared: 5/24/2017 **FLSA Status:** N/A – Missionary Position **Full Time:** ● Yes ○ No

Baptist Haiti Mission Baptist Haiti Mission exists to glorify God by proclaiming His gospel, strengthening His church, equipping His saints, and demonstrating His love. For over 70 years it has ministered to the people of Haiti with the goal of seeing the country transformed by the gospel. The primary ministry focus is theological education and instruction at all levels which is accomplished through an extensive network of churches, schools, and training facilities. A 76-bed hospital and various economic development programs further serve the Haitian populace.

Job Summary:

The Director of Hospital Administration will supervise all administrative activity within the Fermathe Hospital (HDF). In coordination with the Medical Director and Field Director, he or she strives to create an environment for quality care and patient services while effectively managing all financial and regulatory requirements.

Values:

- **Gospel:**
 - Remains committed to an intimate walk with Christ through personal devotion and regular fellowship with a body of believers
 - Displays the Gospel through integrity in business practices, especially in the areas of doctrine and evangelism
- **Relationships:**
 - Displays a commitment to strong relationships with all BHM staff
 - Has a leadership philosophy that is one of servant leadership
- **Excellence:**
 - Displays a willingness to exceed expectations
 - Remains available to reporting staff and team members

Essential Job Functions:

- Maintain a robust spiritual life and gospel witness, and provide spiritual leadership to the HDF staff.
- Continuously evaluate quality of patient care, facilities and equipment in all departments.
- Develop and coordinate a strategic plan to address needs and objectives including upgrade of computer software and hardware systems.
- Manage all financial programs to include but not limited to: development and

management of the annual budget and all revenue streams, staff compensation, and physical plant / equipment management.

- Ensure regulatory compliance and authorizations with all applicable government agencies.
- Develop and maintain proactive relationships with key stakeholders in Haiti, the US and Canada.
- Lead campaigns for major hospital physical plant and equipment and technology improvements.
- Ensure staff training and qualification standards are met.

Qualifications:

- The person in this position should be thoroughly committed to BHM's mission and have proven leadership, coaching, and relationship management experience.
- The person in this position should be willing to immerse him/herself and family in the culture of the Haitian people. This could include extended trips into the provinces, time spent studying the history and recent developments of Haiti, etc.
- The person in this position must be committed to becoming fluent in either Haitian Creole or French.
- The person in this position should have no less than three years of experience in Hospital Administration – a Master in Hospital Administration is preferred.
- The person in this position should have exceptional written and verbal communication skills; be diplomatic with public relations; and be winsome and passionate with donors and supporters.
- The person in this position must be able to raise required support for their salary and personal in-country expenses.
- The person in this position should affirm and hold to the 2000 Baptist Faith and Message.

Work Environment:

- The person in this position will work in a self-directed, strategic, and collaborative mission-field environment.
- This position will usually be in an office environment.
- This position will occasionally call for travel in and around Haiti (to include remote areas), and occasional trips to the U.S. as necessary.

Supervision:

- The person in this position will report to the Field Director. He or She will supervise the entire non-medical staff of the hospital.