



**Job Code:** 5388  
**Grade:** NS2-  
None  
**HCWR:** N

**Job Title**  
House Administrator

**Department**  
Patient Care Services

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Reporting to the Director of Nursing or designee, the House Administrator is responsible and accountable for the management of operations and patient care delivery on the evening/night shifts. The House Administrator builds a collaborative working relationship with the medical staff and correctional staff as a member of the nursing leadership team.

**Typical Duties**

- Provides direct supervision to nursing staff and medical technicians during an assigned shift
- Rounds during the shift to evaluate and ensure the quality of patient care provided by nursing staff and medical technicians; personal safety of staff, availability of equipment/supplies and environmental cleanliness and neatness of clinical units/areas
- Completes and submits statistics, shift reports at the end of the shift and daily census reports
- Participates in the evaluation of employees from assigned shift through constructive feedback to the respective nurse manager
- As appropriate, initiates corrective action/progressive discipline and/or counseling
- Ensures staff compliance with Correctional Nursing/healthcare, Standards of Practice, institutional policies, regulatory standards, and judicial orders
- Provides support and functions as a learning resource to all patient care service personnel, including assessment, of the learning needs of staff members with immediate intervention when necessary, and appropriate communications to the respective nurse manager and the Director of Nursing for follow-up
- Serves as clinical role model to ensure quality of care, foster appropriate problem solving, and enhance patient care delivery
- Manages staff resources for the shift based on staffing plan and oversees adjustments as needed for census, case mix, skills mix, and activities
- Responds to any critical patient care situations, i.e., cardiac arrest and other emergencies that may occur on the evening, night, or weekend shift
- Collaborates with Department of Corrections, support services, external agencies, and the general public on the assigned shift
- Collaborates with the Director of Nursing and the Nurse Coordinators to identify the need for educational programs for staff on the evening, night, and weekend shift
- Participates in patient care to serve as role model and to cover staff shortage as needed
- Demonstrates clinical experience necessary to function as a role model for staff
- Reports to the Director of Nursing, or designee, the status of clinical areas/divisions to include significant events, problems and solutions, staffing needs, and staff changes



**Typical Duties**

- Completes twelve (12) hours of continuing education annually
- Demonstrates professional behavior at all times
- Performs other duties as assigned

**Minimum Qualifications**

- Must possess a Bachelor of Science in Nursing or higher-level degree
- Must be licensed as a Registered Professional Nurse in the State of Illinois
- Minimum of four (4) years of clinical nursing experience
- Minimum two (2) years of supervisory experience
- Current Cardiopulmonary Resuscitation (CPR) card

**Preferred Qualifications**

- Current Advanced Cardiovascular Life Support (ACLS) certification

**Knowledge, Skills, Abilities and Other Characteristics**

- Strong interpersonal skills for dealing with hospital staff, patients, and patient families
- Excellent oral, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong leadership and project management skills
- Ability to articulate in a clear and professional manner when presenting and demonstrating techniques
- Demonstrate analytical and organizational, problem-solving, critical thinking, and resolution skills
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team for long periods of time
- Demonstrate attention to detail, accuracy and precision
- This position requires various types of physical exertion with the use of hands, legs, and fingers including but not limited to lifting, pushing, pulling, prolonged standing/walking, operating wound equipment and other devices or moving light to moderate weight
- This position has direct contact with patients and is exposed to various pathogens present in a patient care environment

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



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

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**