



**Job Code:** 5388  
**Grade:** NS2  
**HCWR:** N

**Job Title**  
House Administrator

**Department**  
Stroger

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

**Job Summary**

The House Administrator functions in the absence of the Chief Nursing Executive in providing direction and administrative leadership to nursing staff. This position functions in collaboration with the Administrator on Duty (AOD) and Administrator On-Call (AOC) for making operational decisions, resolving problems, and responding to hospital wide emergencies. The position functions autonomously for nursing and patient care related issues. All decisions and actions are within the established Cook County Health and Hospitals System guidelines and standards for patient care.

**Typical Duties**

- The House Administrator conducts rounds in patient care areas related to nursing staff supervision and patient / family care as needed, investigates problems, complaints and policy violations, documenting incidents and taking appropriate action to ensure the effective and efficient operation of patient care services at Stroger Hospital.
- Follow-up as necessary with patient complaints, quality or process problems, and make recommendations for future preventative measures.
- The House Administrator serves as the first line of authority in settling employee disputes during off hours.
- Reviews patient census information to facilitate timely discharges and admissions, to approve or authorizes patient transports or transfers to other medical facilities, and to make appropriate changes to staffing. These decisions have a direct impact on hospital revenue.
- Provides guidance and assistance to hospital staff on all sentinel events.
- In collaboration with the Administrator on Duty (AOD), functions as a facilitator, coordinates repairs, and secures equipment from outside vendors in the event of life support equipment malfunctions.
- Intervenes and seeks corrections if patients sign out against medical advice or abscond.
- Intervenes in incidents involving the management of potentially violent patients.
- Assist the ADO to evaluate and approve the release of patient valuables and sign off on all checks issued by the hospital cashier when needed.
- Address patient and family concerns regarding patient care issues.
- Collaborates with Public Affairs and ADO on all newsworthy events if requested.
- Ensures the infant security system is operable and makes arrangements for repairs, when necessary.
- Intervenes when an immediate threat to life or health, damage to equipment or buildings is posed that could result in the injury of patients, visitors or staff.
- Assumes leadership responsibilities in collaboration with the AOD for patient care incidents related to the hospital being placed on full or partial by-pass or diversion.
- Performs other related duties as required / assigned.



**Typical Duties**

- 
- 

**Minimum Qualifications**

- Bachelor's of Science in Nursing (BSN) from an accredited college or university
- Licensed as a Registered Professional Nurse in the State of Illinois
- Minimum five (5) years of nursing experience
- Minimum three (3) years of experience in nursing supervision/management or hospital administration with experience in dealing with staffing shortages, nursing personnel issues, resolving patient flow problems, and responding to facilities emergencies

**Preferred Qualifications**

- Master's degree from an accredited college or university

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

- Experience in dealing with staffing shortages
- Nursing personnel issues
- Resolving patient flow problems
- Responding to facilities emergencies
- Knowledge of hospital and departmental policies, contractual agreements, and regulatory standards
- Knowledge of physical layout of all building on the complex including their floor plans, fire and utility systems is required
- Knowledge of hospital chain of command and appropriate channels authority
- Strong interpersonal skills for communicating with all levels of hospital personnel
- Written and verbal communication for communicating with personnel and preparing reports
- Analytical skills, problem solving skills for all decisions involving patient care, staffing and emergency response

**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.**

