



Position Description

Title: Director of Hospital Administration

Date Prepared: 11/27/2016 **FLSA Status:** N/A – Missionary Position **Full Time:** ● Yes ○ No

Baptist Haiti Mission has provided gospel ministry to the people of Haiti for over 70 years through a massive nationwide network of churches, schools, and pastoral training facilities. The ministry also supports a hospital, economic development programs, and youth camps to further develop and strengthen ministry to local churches. BHM exists to help strengthen local churches and ministries of Haiti with the goal of seeing the country transformed by the Gospel.

Job Summary:

The Director of Hospital Administration will supervise all administrative activity within the Fermathe Hospital (HDF) on behalf of the HDF Board of Trustees. In coordination with the Medical Director, he/she creates 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 strategic plan to address needs and objectives including upgrade of computer software and hardware systems, and coordinate its development with HDF Board of Trustees
- Manage all financial programs, including 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 campaigns
- 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 should be fluent or demonstrate an aptitude for fluency 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 salary and costs in country.
- The person in this position should affirm and hold to the 2000 Baptist Faith and Message.

Work Environment:

- This position will be 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 (including remote areas), and occasional trips to the U.S. as necessary.

Supervision:

- The person in this position will report to the Board of Directors of HDF. He or She will supervise the entire non-medical staff.