

YOAKUM COUNTY HOSPITAL

Denver City, Texas

JOB DESCRIPTION

Supervisor: Chief Executive Officer & Medical Director

Department: Dialysis

Job Title: Facility Administrator, Part time

Schedule: Monday, Wednesday, Friday

JOB SUMMARY: Under the supervision Medical Director, supervises chronic hemodialysis care and treatment. The Facility Administrator is responsible for the overall leadership, management, and operational performance of the dialysis clinic. This position ensures safe, high-quality patient care while maintaining compliance with CMS Conditions for Coverage, ESRD Network requirements, OSHA, HIPAA, and applicable regulations. The Facility Administrator provides leadership to all clinic staff, oversees financial performance, ensures regulatory readiness, promotes employee engagement, and partners with physicians and healthcare providers to achieve exceptional patient outcomes. Knowledge of dialysis operations, Medicare reimbursement, CMS regulations, infection prevention, budgeting, QAPI, EMR systems, Microsoft Office, and excellent communication skills. OSHA Bloodborne Pathogens Class I.

JOB QUALIFICATIONS:

- A. Education: Graduate of an accredited School of Professional Nursing. Bachelor's degree in Healthcare Administration, Nursing, Business Administration, Healthcare Management, Public Health or a related field.
- B. Personal Job-Related Skills: Knowledge of dialysis operations, Medicare reimbursement, CMS regulations, infection prevention, budgeting, QAPI, EMR systems, Microsoft Office, and excellent communication skills.
- C. Licensure, Registry or Certification: Registered Nurse currently licensed by the State of Texas. Certified Nephrology Nurse (CNN) preferred. CPR/BLS certification.
- D. Experience:
 - 1. Prior Work Experience: Three to five years of healthcare leadership experience. Management experience in dialysis, nephrology, hospital, or outpatient healthcare preferred.

2. Technical Training: Current CPR certification.

- E. Physical and Mental Requirements: Duties of the position require extended periods of standing and walking. Bending, stooping, twisting, reaching, and lifting up to 50 pounds. Occasional heavy lifting when moving or supporting patients who may suddenly become weak or helpless. Pushing or pulling heavy medical equipment (on wheels) weighing up to 200 pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Direct all daily operations of the dialysis clinic.
- B. Ensure safe, efficient, patient-centered dialysis services.
- C. Develop operational goals and monitor productivity.
- D. Maintain readiness for regulatory inspections.
- E. Promote a culture of safety, accountability, and continuous improvement.
- F. Ensure staffing levels meet patient needs and regulatory requirements.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Ensure compliance with CMS, ESRD Network, OSHA, HIPAA, CDC, state regulations, and organizational policies.
- B. Maintain documentation for regulatory surveys and audits.
- C. Follows safety guidelines and policies for the Hospital.