**Job Title:** Administrative Fellow

**Summary of Duties:**

Selected candidate will gain exposure and real life work experience in an organization committed to patients and the wellness of the entire community. This position will gain experience in key departments of the health system through a variety of rotations and under the mentorship of a diverse and progressive leadership team. The candidate will complete project assignments, be assigned Administrator on Call shifts, and complete departmental work rotations. All projects and rotations will emphasize deliverables, competencies, and operational skills needed to function within today’s dynamic healthcare organizations. In addition, they will be exposed to senior-level decision making processes and the interdependent nature of healthcare. Length of program assignment will be based on the selected candidate’s performance and the operational needs of the Health System but is designed for a minimum of a 36 month cycle.

The Administrative Fellow will gain exposure in system operations, policies, revenue cycle, materials management, facilities, health information, clinical quality, medical staff functions, human resources, accountable care organization (ACO), and physician practices.

**Applicant Qualifications:**

- Bachelor’s Degree in one or more of the following fields of study, or related degree programs: public health, business administration, health services administration, public administration, or pertinent clinical degree required

- Master’s Degree highly desired

- Previous work experience in a healthcare setting a strong plus

- Demonstrated leadership skills, with supervisory experience a plus

- Self-starter with ability to self-reflect, learn, and adapt

- Demonstrated ability to work effectively in a team based environment

- Ability to multi-task and think strategically in a rapidly changing environment

- Excellent written and verbal communication skills

- Strong analytical skills with understanding of Finance and Accounting Principles

- Strong computer skills, with the ability to extract and analyze various forms of data

- Project management skills

- Must be action-oriented

- Must possess a high level of integrity

**Position Duties:**

**Functional Rotations**

- Patient Care Services
- Finance
- Revenue Cycle
- Hospital Operations
- Physician Practice Management
- Human Resources
- Patient Advocacy
- Service Excellence
- Public Affairs/President
- Marketing
- Quality Management
- Materials Management
- IT
- Nutritional Services/Environmental Services
**Project Management**
- Identifies potential projects and strategic objectives through work rotation observations and experiences
- Leads assigned projects and deliverables, including project plans, timelines, and measures of success
- Leads project teams and meetings
- Creates and maintains project tracking mechanisms and data collection methods
- Reports on project findings and makes operational recommendations based on those findings to Sr. Leadership Team
- Participates in projects as a team member when assigned
- Creates and monitors project budgets

**Administrator on Call**
- Completes shifts as Administrator on Call during weekend and evening hours
- Facilitates Nursing Bed Huddle Meetings including discussions regarding census, patient acuity, and staffing issues
- Rounds to all areas of facility during assigned shifts
- Fosters a team environment throughout the organization
- Responds to staff, physician, patient and visitor inquiries in a timely and appropriate manner
- Interprets Health System Policies for compliance
- Collaborates with care givers to resolve patient issues
- Represents Berger Health System in a professional manner in interaction with outside parties, patients and visitors
- Escalates issues to appropriate internal or external contact for resolution
- Ensures a safe and secure work environment is maintained during Administrator on Call shifts

**Other Duties**
- Attends relevant multi-disciplinary team meetings, including Leadership, Board of Trustee, Foundation events, and Board of Governors Meetings
- Completes functional or department rotations to develop working knowledge of system service lines, operations, staffing and policies
- Represents Berger Health System at Community Events
- Potential for supervisory experience based on candidate
- Completes other duties as assigned

**Skills Developed**
- A thorough understanding of organizational dynamics
- A thorough understanding of hospital operations from multiple organizational levels
- Establishment of a functioning knowledge of financial management, practice management, process engineering, human resources administration, and facility and strategic planning
- A progressive experience directed towards creating an unique opportunity for recent graduates to develop functional experience