



Senior Administrative Director, Neurology

Contact: NORTHWELL HEALTH

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Job DescriptionAs the Senior Administrative Director, you will be responsible for assisting in the development, continued operations, and planning for multi-physician, single or multi-practice departments for multiple facilities. You will coordinate the resources of multiple administrative disciplines/functions of the hospital in order to fulfill programmatic directions and goals. This includes marketing strategy, physician referral relations, patient satisfaction targets and related measures to achieve total quality improvement. You will ensure the continual efficient and compliant operational performance of the department and all related areas; develop support systems for referrals, assessment and recommendations regarding purchases and staffing; support revenue cycle functions, quality and service excellence initiatives.

Responsibilities include:

1. Coordinates administrative functions. Plans and supports program development of the department/ division across both North Shore University Hospital and LIJ.

Coordinating activities including growth objectives, space allocation, procurement of technological equipment, data planning, developing goals and objectives, capital requirements and desired outcomes of programs. Serving as a liaison with administration in planning, developing, implementing and evaluating operations.

Reviewing comprehensiveness of programs on an ongoing basis and develops strategies for program adaptation to market changes.

Preparing reports and documents for CON applications. Plans and coordinates construction projects.

~~Monitoring program components relative to criteria by regulatory agencies.~~

Working in collaboration with the Research Institute to oversee the research operation



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