



HEALTH CAREER OPTIONS GUIDE

for internationally educated health professionals

Health Care Administrator

This profession is also known as:

- Hospital administrator
- assistant executive director
- director general
- chief executive officer

What is a health care administrator?

A health care administrator plans, organizes, directs, controls and evaluates health, education, social or community services. He or she formulates policies that establish the direction to be taken by these organizations, either alone or in conjunction with a board of directors. This position usually requires supervision of other managers.



What are the main duties of a health care administrator?

A health care administrator:

- Establishes objectives for the organization or institution and formulates or approves policies and programs
- Authorizes and organizes the establishment of major departments and associated senior staff positions
- Allocates material, human and financial resources to implement organizational policies and programs; establishes financial and administrative controls; formulates and approves promotional campaigns; and approve overall personnel planning
- Selects middle managers, directors or other executive staff
- Co-ordinates the work of regions, divisions or departments
- Represents the organization, or delegates representatives to act on behalf of the organization, in negotiations or other official functions.

What personal characteristics or desired traits do I need for this profession?

You must have:

- Ability to manage multiple priorities
- Highly developed time management skills
- Ability to prioritize tasks to meet high demands and short timelines
- Patient-focused approach
- Ability to embrace change and support transformation.



Where do Health Care Administrators Work?

- Health care facilities/organizations
- Educational services
- Social and community services
- Professional Membership organizations

What are the typical work conditions for this work?

Office settings, long work days, usually no shift work.

What qualifications do I need for this profession?

- A university degree or college diploma in business administration, hospital administration, finance or other discipline related to the service provided is usually required.
- Several years of experience as a middle manager in a related institution or organization are usually required.
- Specialization in a particular functional area or service is possible through specific university or college training in that area or through previous experience.
- Senior managers in finance usually require a professional accounting designation.

What communication skills do I need?

- Superior communication skills with strong people skills;
- decision making, problem solving, facilitation and planning skills.
- You must have a forward thinking, patient-focused approach, inspiring performance excellence while embracing change and transformation.

What wage can I expect for this work?

- Average Canadian hourly wage Low 26.00 Median 48.08 High 82.00
http://www.jobbank.gc.ca/LMI_report_bynoc.do?noc=0311&reportOption=wage
- Career Outlook
http://www.jobbank.gc.ca/LMI_report_bynoc.do;jsessionid=F42195487F8A53803A989F0AC3D659FE.imnav2?noc=0311&reportOption=outlook

Are there opportunities for advancement?

Promotion through management positions is possible through experience and ongoing professional development.

Learn more about this profession by visiting these sites:

- National Occupation Code 0311

The government of Canada has given a code to occupations/professions in Canada. You can find more about health care administrators on government sites by using this code.

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/QuickSearch.aspx?val65=0311>

The Canadian College of Health Leaders (CCHL), is a national, member-driven, non-profit association dedicated to ensuring that the country's health system benefits from capable, competent and effective leadership.

College members come from every health sector and region in Canada and are at varying stages of their careers. See more at: <http://www.cchl-ccls.ca/>

References

- National Occupational Classification, 2011
- <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/QuickSearch.aspx?val65=0311>
- www.workopolis.com
- <http://www.workopolis.com/jobsearch/health-care-administrators-jobs>
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