



Adventist Medical Center - Portland

Administrative Director Pulmonary Medicine/Sleep Medicine/EEG

Requirements

- Bachelor's Degree in Respiratory Therapy or Business Management; Master's Degree in a related field of study preferred.
- Current license as a Respiratory Care Practitioner in the State of Oregon (or eligible for reciprocity).
- Basic computer skills, including word processing and spreadsheets (preferred), to record both clinical documentation and general business information.
- A minimum of five (5) years recent experience in management/leadership; experience in the Sleep Lab and EEG disciplines preferred.
- Good communication skills, both orally and written, to communicate with a wide variety of customers, i.e. physicians, patients, employees, vendors, etc.
- Must be flexible to respond to varying priorities/unexpected situations and emergencies.
- Must be able to work at a rapid pace while maintaining composure and calmness during interactions with others.

Responsibilities

- Establishes strategic operating goals, objectives and budgets; monitors expenses to achieve budget requirements.
- Hires, orients, manages and evaluates staff.
- Determines staffing needs and coordinates staff schedule.
- Ensures the effectiveness, safety and appropriateness of patient care; consults with medical and nursing staff to suggest the most appropriate respiratory therapies.
- Develops quality improvement plans, monitors results, takes corrective actions to achieve best practice standard of care.
- Demonstrates a commitment to performance excellence and customer service standards consistent with the mission and values of Adventist Medical Center.

This is a Full-time day shift position with benefits offered. Compensation is commensurate with experience.

Please apply online at www.adventisthealthnw.com today!

At Adventist Medical Center, our mission is to demonstrate the human expression of the healing ministry of Jesus Christ.

Care you can have faith in

