



WellSpace Health Job Opportunity Opening

Position Open: Health Center Supervisor

Status: Full-Time, Regular

Reports To: Regional Manager

Department: Medical

Open Date: January 20, 2017

Closing Date: Until Filled

Contact Name: Andrea Jordan

Contact Information: ajordan@wellspacehealth.org

Organization Information:

WellSpace Health is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Summary Statement:

The Health Center Supervisor provides operational supervision and ongoing support to staff in an individual health center. Will coordinate primary care teams and supervise all center-based primary care support staff. Provides day-to-day oversight and management of systems, workflows and operations including front and back office.

Required Qualifications (Knowledge, Skills, Abilities, Education, Training, and Licensure):

- B.A. or B.S. degree in a health field or management, preferred;
- Three to five years of successful clinic or medical management experience in OBGYN care;
- Spanish speaking preferred;
- Experience in dealing with all aspects of medical clinic operations and duties;
- Experience in dealing with patient's insurance and billing, Managed Care, Family Pact, Every Women Counts, Medi-Care/Medi-Cal, Private Insurances;
- Strong computer knowledge and proficiency including electronic health record systems;
- Knowledge and experience in health care delivery systems and health center operations;
- Strong interpersonal, written & verbal communication and organization skills.

Benefits:

Successful candidate will receive regionally competitive salary, above average health benefits at reduced costs, company paid life insurance & long term disability insurance, additional voluntary retirement plan with company match and no vesting schedule requirement.

- Paid bereavement and jury duty leave.
- 10 paid holidays per year.
- 160 hours of PTO (for full-time 40 hour a week work).
- Flexible Spending Program.
- In-house management and leadership training.



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Physical Demands and Work Environment:

The work environment is characteristic of a medical clinic environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel. The employee is also required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must also possess hearing and speech to communicate in person and over the phone. The noise level in the work environment is usually quiet.

The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves or their homes. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee may also be exposed to bodily fluids (blood, urine) and hazardous chemicals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the contents of this job description.

Applicant

Date

WellSpace Health is an Equal Opportunity Employer