



## WellSpace Health Job Opportunity Opening

**Position Open:** Health Center Supervisor

**Status:** Full-Time, Regular

**Reports To:** Chief Operating Officer

**Department:** Medical

**Salary:** DOE

**Location:** Amador/Sacramento

**Position(s):** 2 (1 for each location)

**Open Date:** May 4, 2017

**Closing Date:** Until Filled

**Contact Name:** Maliha Khan

**Contact Information:** [mkhan@wellspacehealth.org](mailto:mkhan@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.

**Submit resume with WellSpace Health application to the hiring manager listed above.**

**Please list on the front page of the application which location you are interested in applying for: AMADOR and/or SACRAMENTO.**

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

- Three years health center management experience in an outpatient or related health care setting;
- Demonstrated ability to effectively problem solve and manage staff in outpatient or related health care setting;
- College degree preferred but will consider relevant work experience;
- Bilingual in Spanish and/or Russian;
- Experience supervising up to 10 employees;
- Experience supporting and working closely with medical providers;
- Computer competence including Word, Excel and Outlook;
- Working knowledge of EHR preferably NextGen;
- Knowledge and experience with insurance carriers including facility and medical records audits;
- Compliance with state and federal agencies;
- Direct experience in the provision of medical services;
- Strong organization skills and ability to develop positive relationships with staff;
- Excellent verbal and written communication skills;
- Ability to work independently and as a team player;
- Demonstrated commitment to the provision of primary care services for the underserved;
- Demonstrated ability and sensitivity working with a variety of people from low-income populations, with diverse educational, lifestyle, ethnic, and cultural origins;



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- Demonstrated ability and sensitivity to provide services to persons who are disabled, homeless, substance users, HIV (AIDS) infected, and/or physiologically impaired;
- Excellent priority, goal setting, and decision-making skills in a rapidly changing business environment;
- Available to work evenings and Saturdays;
- Valid California Driver's License, with insurable driving record;
- Will be required to travel to different health centers and offsite for meetings.

### **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 Paid Time Off (for full-time, 40 hours a week work).
- Paid sick leave
- Flexible Spending Program.
- Company paid malpractice insurance for all providers.
- Professional development hours offered annually.

### **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.

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Applicant

Date

**WellSpace Health is an Equal Opportunity Employer**