



SAN YSIDRO HEALTH CENTER
Current Job Openings
8/26/2010

Applications are currently being accepted for the following positions.

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
DENTAL/MEDICAL/BEHAVIORAL HEALTH						
Certified Nurse Assistant	Reg.	1.00	ADHC	Date HR Rec'd: 8-16-10	Provide direct patient care services to the participant's under the direction and supervision of a nursing staff member. Performs and records routine technical tasks such as vital signs, collection of specimens, intake and output and mass.	High School or GED. CNA certification. Current CPR certification (Healthcare Provider). Valid CA Driver License. Bilingual (English/Spanish). Experience working with the elderly.
Certified Nurse Assistant	Reg.	0.40	ADHC	Date HR Rec'd: 7/29/10 Jobing.com: 8/5/10	Provide direct patient care services to the participant's under the direction and supervision of a nursing staff member. Performs and records routine technical tasks such as vital signs, collection of specimens, intake and output and mass.	High School or GED. CNA certification. Current CPR certification (Healthcare Provider). Valid CA Driver License. Bilingual (English/Spanish). Experience working with the elderly.
LVN	Reg.	1.00	ADHC	Date HR Rec'd: 10-29-09 Jobing.com: 11/3/09 Monster.com: 12/4/09 SignonSanDiego.com: 12/4/09	Assist the RN in providing nursing care to all participants. Assists in providing in-service training program, general staff meetings and related record keeping. Under the supervision of the RN, coordinate physical care of participants as indicated including ambulation, nutrition, medications, toileting, feeding, etc.	Required: Completion of program for licensed vocational nursing, approved by the state where employed. Current LVN license, CPR certification. Experience with working with frail and chronically ill elderly persons and in a multidisciplinary team. Bilingual (Spanish-English).
LVN	Reg.	1.00	ADHC	Date HR Rec'd: 6-23-10 Jobing: 6-26-10	Assist the RN in providing nursing care to all participants. Assists in providing in-service training program, general staff meetings and related record keeping. Under the supervision of the RN, coordinate physical care of participants as indicated including ambulation, nutrition, medications, toileting, feeding, etc.	Required: Completion of program for licensed vocational nursing, approved by the state where employed. Current LVN license, CPR certification. Experience with working with frail and chronically ill elderly persons and in a multidisciplinary team. Bilingual (Spanish-English).
LVN	Reg.	1.00	ADHC	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Assist the RN in providing nursing care to all participants. Assists in providing in-service training program, general staff meetings and related record keeping. Under the supervision of the RN, coordinate physical care of participants as indicated including ambulation, nutrition, medications, toileting, feeding, etc.	Required: Completion of program for licensed vocational nursing, approved by the state where employed. Current LVN license, CPR certification. Experience with working with frail and chronically ill elderly persons and in a multidisciplinary team. Bilingual (Spanish-English).
RN	Reg.	1.00	ADHC	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Provides direct patient care, monitors medical condition and consults with physicians. Assists physicians with special procedures such as spinal tap and suturing of lacerations or other minor surgery. Screens patients and maintains patient records and charts. Prepares, hangs, monitors and discontinues I.V. fluids. Administers medications by all routes (except I.V. push) including allergens and I.P.P.B. treatment. Orders and interprets specific lab tests, patient histories; administers vaccines, applies TB skin test and makes appropriate referrals based on findings.	Required: Graduate of an accredited school of nursing. Current RN and driver license. CPR certification. Bilingual (Spanish/English). Excellent fluent written and verbal communication skills. Preferred: Bachelor's Degree and I.V. Certification. 2 years of experience in medical surgical Outpatient nursing or specialty area EKG techniques, IV therapy and IPPB preferred.
MD-Family Practice or Internal Medicine	Reg.	1.00	CHC-Elm	Date HR Rec'd: 5/21/10 Jobing.com: 5-31-10 Monster.com: 5-31-10	Manages and provides acute, chronic, preventive, curative and rehabilitative medical care to patients and determines appropriate regimen in specialized area.	Required: Graduate from an accredited school of medicine. Current CA MD and DEA license. Current CPR certification. Board Certification or eligible.
MA	Reg.	1.00	CHC-Elm	Date HR Rec'd: 8/12/10 Jobing: 8/13/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).
MA	Temp	1.00	CVFC	Date HR Rec'd: 7/29/10 Jobing: 8/13/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. 3 years Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
MA	Reg.	1.00	CVFC	Date HR Rec'd: 8/26/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. 3 years Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).
MA	Reg.	1.00	LHS	Date HR Rec'd: 6-16-10 Jobing: 7-17-10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).
Pediatric Dentist	Reg	1.00	MCHC - Dental	Date HR Rec'd: 5-7-10 Jobing.com 08/23/10	Diagnoses and treats dental conditions, injuries, and irregularities of the oral cavity and related tissues, with use of clinical examination, dental radiographs and medical history. Specializing in the oral health care of children.	Required: Pediatric Certificate and DDS Degree, Licensed to practice dentistry in the State of California; Current CPR certificate. Preferred: 2 years Pedo experience. Bilingual (English/Spanish).
MA	Reg.	1.00	MCHC	Date HR Rec'd: 1-7-10 Jobing.com: 1/7/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).
RDA	Temp.	1.00	MCHC	Date HR Rec'd: 7/8/10 Jobing.com: 7-16-10	Assists the Dentist at chairside in the concept of four-handed dentistry and prepares patients in a manner that will instill confidence in the staff and services of the Dental Division.	Required: Post High School Vocational/Specialized Training. Certification of Completion of Registered Dental Assistant Exam. Coronal Polish Certificate. Current CPR certificate. Plus 2 years experience as Dental Assistant, excellent communication skills, and Bilingual (Spanish and English). Preferred: Computer Skills involving word processing, email and dental management programs such as Dentrix.
RN	Reg.	1.00	MCHC	Date HR Rec'd: 5-13-09 Jobing.com: 12/8/09 Monster.com: 12/4/09 SignonSanDiego.com: 12/4/09	Provides direct patient care, monitors medical condition and consults with physicians. Assists physicians with special procedures such as spinal tap and suturing of lacerations or other minor surgery. Screens patients and maintains patient records and charts. Prepares, hangs, monitors and discontinues I.V. fluids. Administers medications by all routes (except I.V. push) including allergens and I.P.P.B. treatment. Orders and interprets specific lab tests, patient histories; administers vaccines, applies TB skin test and makes appropriate referrals based on findings.	Required: Graduate of an accredited school of nursing. Current RN and driver license. CPR certification. Bilingual (Spanish/English). Excellent fluent written and verbal communication skills. Preferred: Bachelor's Degree and I.V. Certification. 2 years of experience in medical surgical Outpatient nursing or specialty area EKG techniques, IV therapy and IPPB preferred.
RN	Reg.	1.00	MCHC	Date HR Rec'd: 6-30-10 Jobing.com: 7-17-10	Provides direct patient care, monitors medical condition and consults with physicians. Assists physicians with special procedures such as spinal tap and suturing of lacerations or other minor surgery. Screens patients and maintains patient records and charts. Prepares, hangs, monitors and discontinues I.V. fluids. Administers medications by all routes (except I.V. push) including allergens and I.P.P.B. treatment. Orders and interprets specific lab tests, patient histories; administers vaccines, applies TB skin test and makes appropriate referrals based on findings.	Required: Graduate of an accredited school of nursing. Current RN and driver license. CPR certification. Bilingual (Spanish/English). Excellent fluent written and verbal communication skills. Preferred: Bachelor's Degree and I.V. Certification. 2 years of experience in medical surgical Outpatient nursing or specialty area EKG techniques, IV therapy and IPPB preferred.
Lab Assistant	Reg.	0.50	NCFC	Date HR Rec'd: 7/29/10 Jobing: 8-13-10	Processes patients for phlebotomy. Cleans and prepares equipment, collects specimens and performs simple tests.	Required: High School or equivalent plus Lab assistant certificate. Current CPR certification. Medical laboratory experience. Preferred: Biology, chemistry, and Phlebotomy. Two years experience in medical lab.

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
MA	Reg.	1.00	Otay	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. 3 years Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Bilingual (English/Spanish).
MA	Reg.	1.00	PHFC	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Process patients, answers telephones, processes daily referrals and performs phlebotomy. Prepares patients by taking vital signs and documents patient's chief complaint. Prepares and obtains lab specimens.	Required: High school diploma or GED required. MA certificate, current CPR certified (Healthcare Provider) and CA driver's license with car insurance coverage. Experience in outpatient setting or specialty area. Knowledge of medical terminology and coding. Preferred: Bilingual (English/Spanish).
Dentist	Reg.	1.00	SBFDC	Date HR Rec'd: 7-30-10 Jobing: 8-13-10	Diagnoses and treats dental conditions, injuries, and irregularities of the oral cavity and related tissues, with use of clinical examination, dental radiographs and medical history.	Required: DDS Degree, Licensed to practice dentistry in the State of California; Current CPR certificate. 2 years experience and previous experience supervising Dental Assistants. Bilingual (English/Spanish).
Clinic Supervisor-RDA	Reg.	1.00	SDCDC	Date HR Rec'd: 7/5/10 Jobing.com: 7/29/10 Monster.com: 7/29/10	Ensures that all clinical aspects of the dental office are functioning in an orderly and efficient manner so that patients receive treatment in accordance with quality assurance standards. Responsible for the supervision of Patient Access Representatives, Care Advocates, DA's and RDA's. Oversees patient flow from reception to back office. Participates in community outreach, promotes a positive office image and maintains positive patient relations. When possible, will perform all tasks and duties assigned to a Registered Dental Assistant and assists the Dentist at chair-side in the concept of four-handed dentistry and prepares patients in a manner that will instill confidence in the staff and services of the Dental Division.	Required: Post High School Vocational/Specialized Training. Certification of Completion of Registered Dental Assistant Exam. Coronal Polish Certificate. Current CPR certificate. Plus 1-2 years supervisory experience in a dental setting, 3-4 years in a dental setting, 2 years experience as Dental Assistant, Excellent communication skills, and Bilingual (Spanish and English).
MD-Family Practice or Internal Medicine	Reg.	1.00	SYHC	Date HR Rec'd: 6/1/10 Jobing.com: 6/1/10 Monster.com: 6/1/10 Calworks.com: 6/1/10	Manages and provides acute, chronic, preventive, curative and rehabilitative medical care to patients and determines appropriate regimen in specialized area.	Required: Graduate from an accredited school of medicine. Current CA MD and DEA license. Current CPR certification. Board Certification or eligible.
Pharmacist	Per Diem	1.00	SYHC	Date HR Rec'd: 6-21-10 Jobing.com: 6-29-10 Monster.com: 6-29-10 SDSU: 7-8-10 Caljobs.com: 7-24-10	Provides prescribed medications, drugs and other pharmaceutical as needed for adequate patient care, according to professional standards and practices.	Required: Pharm.D. from accredited school of pharmacy or B.S. California pharmacist license. Base familiarity with the Medi-Cal program. Preferred: 1- 2 years of experience. Bilingual (Spanish/English). Excellent fluent written and verbal communication skills.
LVN - Quality Management Coordinator	Reg.	1.00	SYHC/Admin	Date HR Rec'd: 5-26-10 Jobing: 6-1-10 Monster: 6-1-10	Coordinate all activities related to San Ysidro Health Center, Inc Quality Management Program. Helps develop, implement, monitor, and evaluate all activities involving the Quality Management Plan.	Required: Associate's Degree or higher in a health-related field. LVN or higher; equivalent training and/or graduation from an accredited program while awaiting licensure acceptable. 4 years experience in healthcare or closely related field, familiarity with outpatient care environments and quality improvement processes. Excellent oral and written skills.
DA	Temp	1.00	SYHC-Dental	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Assists the Dentist at chairside in the concept of four-handed dentistry and prepares patients in a manner that will instill confidence in the staff and services of the Dental Division.	Required: Post High School Vocational/Specialized Dental Assistant Training. Current CPR certificate. Plus excellent communication skills, and Bilingual (Spanish and English). Preferred: Computer Skills involving word processing, email and dental management programs such as Dentrix.

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
DA	Temp	1.00	SYHC-Dental	Date HR Rec'd: 8-16-10	Assists the Dentist at chairside in the concept of four-handed dentistry and prepares patients in a manner that will instill confidence in the staff and services of the Dental Division.	Required: Post High School Vocational/Specialized Dental Assistant Training. Current CPR certificate. Plus excellent communication skills, and Bilingual (Spanish and English). Preferred: Computer Skills involving word processing, email and dental management programs such as Dentrix.
LVN	Reg.	1.00	Urgent Care	Date HR Rec'd: 7/29/10 Jobing.com: 8-5-10	Assist the RN in providing nursing care to all participants. Assists in providing in-service training program, general staff meetings and related record keeping. Under the supervision of the RN, coordinate physical care of participants as indicated including ambulation, nutrition, medications, toileting, feeding, etc.	Required: Completion of program for licensed vocational nursing, approved by the state where employed. Current LVN license, CPR certification. Bilingual (Spanish/English).
RN	Reg.	0.50	Urgent Care	Date HR Rec'd: 3-19-10 Jobing.com: 12/8/09 Monster.com: 12/4/09 SignonSanDiego.com: 12/4/09	Provides direct patient care, monitors medical condition and consults with physicians. Assists physicians with special procedures such as spinal tap and suturing of lacerations or other minor surgery. Screens patients and maintains patient records and charts. Prepares, hangs, monitors and discontinues I.V. fluids. Administers medications by all routes (except I.V. push) including allergens and I.P.P.B. treatment. Orders and interprets specific lab tests, patient histories; administers vaccines, applies TB skin test and makes appropriate referrals based on findings.	Required: Graduate of an accredited school of nursing. Preferred Bachelor's Degree. Current RN and driver license. CPR certification. Preferred: I.V. Certification. 2 years of experience in medical surgical Outpatient nursing or specialty area preferred. EKG techniques, IV therapy and IPPB preferred. Bilingual (Spanish/English). Excellent fluent written and verbal communication skills.
ADMINISTRATIVE/CLERICAL						
HIS Specialist	Reg.	1.00	ADHC	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Pulls, analyzes and updates patient medical records to ensure accuracy. Scans patient's medical information for the authorization and scheduling of referrals.	Required: High School diploma, or vocational/specialized training. Bilingual (English/Spanish). One to two years working in the medical field. Certifications/Licenses Required: Medical Assistant/ Medical Terminology certificate, CPC. Preferred: Enrolled in Medical Record Technology course. Current Procedural Coder certificate.
Patient Access Rep	Reg.	1.00	ADHC	Date HR Rec'd:8-16-10 Jobing.com 08/23/10	Assisting Participants with access to healthcare services and programs available at ADHC. Help Participants to obtain and retain Healthy Families & MediCal membership. Register and provides informatino on funding eligibility. Performs wide variety of patient care activities.	Required: High School or equivalent. Good oral and written communication. CA Driver license. 1 year receptionist experience in medical setting. Bilingual Spanish/English.
Patient Access Rep	Reg.	0.66	ADHC	Date HR Rec'd:8-16-10 Jobing.com 08/23/10	Assisting Participants with access to healthcare services and programs available at ADHC. Help Participants to obtain and retain Healthy Families & MediCal membership. Register and provides informatino on funding eligibility. Performs wide variety of patient care activities.	Required: High School or equivalent. Good oral and written communication. CA Driver license. 1 year receptionist experience in medical setting. Bilingual Spanish/English.
Patient Access Rep	Reg.	0.34	ADHC	Date HR Rec'd:8-16-10 Jobing.com 08/23/10	Assisting Participants with access to healthcare services and programs available at ADHC. Help Participants to obtain and retain Healthy Families & MediCal membership. Register and provides informatino on funding eligibility. Performs wide variety of patient care activities.	Required: High School or equivalent. Good oral and written communication. CA Driver license. 1 year receptionist experience in medical setting. Bilingual Spanish/English.
Social Worker	Reg.	1.00	ADHC	Date HR Rec'd: 12-22-09 Jobing.com: 12/22/09 Monster.com: 12/22/09 SignonSanDiego.com: 12/22/09 SDSU school of Social work: 12/11/09	Provide social work services for Adult Day Health Care Center. Process all inquiries in a timely manner and maintains tracking documentation. Meets with family members, or referring agency, and determines appropriate program. Provides in-home assessments for all ADHC participants.	Required: Must be a Licensed Clinical Social Worker. CA Driver License. Two years experience in community based organization or social services. CPR certification. Bilingual (English/Spanish).

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
Social Worker	Reg.	1.00	ADHC	Date HR Rec'd: 6-23-10 Jobing:7-6-10	Provide social work services for Adult Day Health Care Center. Process all inquiries in a timely manner and maintains tracking documentation. Meets with family members, or referring agency, and determines appropriate program. Provides in-home assessments for all ADHC participants.	Required: Must be a Licensed Clinical Social Worker. CA Driver License. Two years experience in community based organization or social services. CPR certification. Bilingual (English/Spanish).
Social Work Assistant	Reg.	1.00	ADHC	Date HR Rec'd: 8-16-10 Jobing.com 08/23/10	Provide Services to patients and caregivers to help them improve their quality of life. Confer with medical personnel and other caregivers to provide insight into patients' needs. Provide counseling and referral to available community resources. Serve as a liaison with patient, family members and other community agencies. Arrange for transportation and escorts. Provide emotional support. Organize and lead group activities.	Required: High School Diploma or equivalent with relevant work experience. Education to include certificates or associate degree in subjects such as human services, gerontology or social/behavioral sciences. CA Driver License and Current Basic Life Support Healthcare Provider Course Training. Two years experience in community based organization or social services. Familiarity with the Older Americans Act, Americans with Disabilities Act, and Area Agencies on Aging. Extensive knowledge of community resources. Bilingual (English/Spanish). Computer Skills. Preferred: Bachelor's Degree in Social or Behavioral Sciences.
Charge Entry Specialist	Reg.	1.00	Business Services	Date HR Rec'd: 7-20-10 Jobing.com: 7-24-10	Performs charge entry functions such as coordinates the preparation of reports and written documentation including encounter logs and batch status reports as required by the department and state and federal agencies. Performs accurate and timely charge entry of encounter with a minimum standard productivity of 200 encounters per including charge corrections, fee over rides nad registration data. Obtains, records and analyzes financial information. Obtains records and analyzes financial information.	Requirement: High School Diploma or GED. 6 months Health care experience. Preferred: Medical Terminology or CPT/ICD9 coding certificate and 1 year experience in health care.
Credit Collection Specialist	Temp.	1.00	Business Office	Date HR Rec'd: 7/5/10 Jobing: 7-29-10	As part of the Business Office Billing Department, Performs Phone Calls, Follow up statement generation for Self Pay Accounts.	Required: High School Diploma or higher. CPT and ICD-9 Coding. 2 years experience in medical or hospital self pay collections experience. CRT or PC medical accounts receivable experience. Excellent Organizational skills. Preferred: Experience with the online AR and collections systems. Bilingual Spanish/English preferred.
Reimbursement Specialist	Reg.	1.00	Business Office	Date HR Rec'd: 8-12-10 Jobing.com: 8-13-10	Gathers all payments for Pharmacy claims and inputs remittance advices, explanation of benefits and checks in an on line environment. Reviews and insures accuracy and completeness of third party claims as well as attachments, authorizations and certifications. Generates and maintains Pharmacy A/R reports including Revenue and Aging as well as work paper for audit purposes.	Required: High School Diploma or higher. Must have a minimum of 5 years of prior medical or hospital Medicare claims billing experience - Must have prior CRT or PC medical accounts receivable experience and preferably be experienced with the online billing systems (e.g. IVANS). Bi-lingual Spanish/English, helpful.
Call Center Rep	Reg.	1.00	Call Center	Date HR Rec'd: 8-12-10 Jobing.com: 8-13-10	Answer telephones and interact with customers to identify and meet their needs in a superior manner, performs call announcements and call routing. Provides general answers to questions and assists callers in obtaining the correct information on funding eligibility and information of services offered by the health center. Makes appointments as requested by callers/patients by using telephone & online PC systems, contacts patients to confirm or reschedule their appointment. Uses medical unit protocols to determine appropriate appointment assignment	Required: High School graduate or equivalent, CA Driver License Minimum: 1 year as telephone operator/receptionist in medical field to include front office and appointment scheduling. Excellent communication skills. Bilingual (Spanish-English) Preferred: Post-High School Vocational or specialized training or Medical Assistant Certificate. 2 years in primary care setting preferred.
Assistant Director	Reg.	1.00	Human Resources	Date HR Rec'd: 5-5-10 Jobing: 5-10-10 Monster.com: 5-10-10 SDSU.edu: 6-14-10	Responsible for supporting the HR Director and implementing the HR policies, practices and strategies. Oversees essential daily operations of the HR department including Employment, Compensation, Benefits and Employee Relations.	Requirement: BA degree in HR/Business Administration or relevant area of study required. Well rounded knowledge of employment law. Must have excellent English speaking and writing skills. Preferred: 5 years of relevant HR experience and Spanish speaking and writing.
CAA-Patient Access Rep	Reg.	1.00	LHS	Date HR Rec'd: 6-21-10 Joging: 7-17-10	Answer telephones, greets, assists and directs visitors, patients and other clinic office callers. Guides, screens and registers new patients. Assists patients in obtaining services and provides information on funding eligibility. Performs light clerical duties to support the daily business activities of the location.	Requirement: High School Diploma or GED equivalent plus 2 years experience in community based organization or social services. Excellent oral and written communication skills; organization and project management skills. Bilingual (Spanish/English). Preferred: Additional college courses in health care or social services.

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
Referrals Specialist	Reg.	1.0	Referrals	Date HR Rec'd: 7-14-10 Jobing: 7-17-10	Responsible for timely documentation, scheduling appointments, sending letters to patients, creating reports, follow up of referrals and request for treatment authorizations as requested by the primary physician.	Required: High school diploma and Medical Terminology and ICD-9, CPT coding or Medical Assistant. Certifications/Licenses Required: Medical Terminology, CPC or Medical Assistant Certificate. Bilingual (English/Spanish). Good typing skills required. 2 years experience in medical field to include front office and appointment scheduling or referral authorization knowledge of programs and health plans eligibility and guidelines, coding and data processing.
Referrals Specialist	Reg.	1.0	Referrals	Date HR Rec'd:8-16-10	Responsible for timely documentation, scheduling appointments, sending letters to patients, creating reports, follow up of referrals and request for treatment authorizations as requested by the primary physician.	Required: High school diploma and Medical Terminology and ICD-9, CPT coding or Medical Assistant. Certifications/Licenses Required: Medical Terminology, CPC or Medical Assistant Certificate. Bilingual (English/Spanish). Good typing skills required. 2 years experience in medical field to include front office and appointment scheduling or referral authorization knowledge of programs and health plans eligibility and guidelines, coding and data processing.
Case Manager (Peds)	Reg.	0.7	RCH	Date HR Rec'd:8-16-10	The Center's Pediatric Case Manager (PCM) will work to increase access to care & improve quality health outcomes of high-need children. The PCM will coordinate & track primary care visits, specialty visits, other ancillary services, and provide patient education to children & their families. The PCM will work with schools & community resource agencies, complete referrals, coordinate support services, conduct home visits, and conduct follow-up activities.	Requirement: High School Diploma or GED equivalent plus case manager experience in community based organization or social services. Excellent oral and written communication skills; organization and project management skills. Bilingual (Spanish/English). Preferred: Undergraduate / College Degree (B.S., B.A.).
Program Manager	Reg.	1.0	RCH	Date HR Rec'd:8-25-10	Responsible for program development, including the conduction of literature reviews and needs assessments, development & implementation of health promotion and research programs, program evaluation; grant proposal identification, development and submission; grant management, including attention to budgets and personnel; report generation & submission; the recruitment, hiring, and supervision of Center staff; and the facilitation of program integration across SYHC sites.	Requirement: Undergraduate/College Degree (B.S.,B.A.) . Research experience; minimum 1-year experience in program/grant management, personnel supervision, and grant writing. Excellent verbal and written communication skills. Bilingual (English/Spanish) Preferred: Master's degree (MPH, MA, MS), PhD, MD (both US and Mexico degree acceptable)
Program Manager	Reg.	1.00	RCH	Date HR Rec'd: 12-1-10 Jobing: 7-24-10 Monster.com: 2-1-10 SDSU.edu: 7-24-10	Responsible for program development, including the conduction of literature reviews and needs assessments, development & implementation of health promotion and research programs, program evaluation; grant proposal identification, development and submission; grant management, including attention to budgets and personnel; report generation & submission; the recruitment, hiring, and supervision of Center staff; and the facilitation of program integration across SYHC sites.	Requirement: Master's degree (MPH, MA, MS), PhD, MD (both US and Mexico degree acceptable). Research experience; minimum 1-year experience in program/grant management, personnel supervision, and grant writing. Excellent verbal and written communication skills. Bilingual (English/Spanish)
Peer Educator Lead	Reg.	0.25	RCH, Peer 2 Peer	Date HR Rec'd: 7-8-10 Jobing.com: 7-29-10	Under the direction of the Program Supervisor and/or Manager, the Peer Educator Lead assists in providing education, recruiting, and providing outreach for specified community programs. The Peer Educator Lead must maintain confidentiality on all levels.	Requirement: High School Diploma or GED equivalent. California Driver's License with appropriate insurance coverage OR ability to use public transportation to travel to work sites. Experience with community based organizations and/or equivalent life experience working in community projects. Preferred: Additional college courses in health care or social services.
Care Advocate	Reg.	1.00	SYHC	Date HR Rec'd: 5-5-10 Jobing: 5-10-10, 8-13-10	Demonstrates advanced skills in assisting families with access to healthcare services and programs available at SYHC, Inc. Increases the medical and dental visits at all sites with new and already existing patients. Helps families to obtain and retain Health Families & Medi-Cal health plan membership. Has advanced skills in helping families with barriers to obtain their insurance and how to keep it.	Requirement: High School Diploma or GED equivalent plus 2 years experience in community based organization or social services. Excellent oral and written communication skills; organization and project management skills. Flexibility to work evenings and weekends as needed. Bilingual (Spanish/English). Preferred: Additional college courses in health care or social services.

Title	Reg./Temp.	FTE	Dept.	Postings	Summary of Duties	Qualifications
Data Entry Clerk	Reg.	1.00	WIC	Date HR Rec'd: 8/27/10	Provides clerical support to the WIC Program and ensures daily files are properly categorized. Organizes and maintains education files for the Nutrition and Lactation Educators. Answers telephone calls, maintains message logs, maintains breast pump logs, data entries assigned information into the WIC system, maintains meeting/conference logs, and provides filing and data storage support. Generates and maintains reports as required.	High School Diploma. Bilingual (English/Spanish). Good typing skills required. 1 year experience desired.
TOTAL POSITIONS=		45.38				
VOLUNTEERS						
School Volunteer	N/A	0.6	Healthy Steps	Date HR Rec'd: 7/14/10	Filing, Faxing and Creating Packets as well as other duties as assigned	Required: High School Student or Equivalent. General knowledge of office procedures preferred. Computers, telephones, copy machine and fax machines, scanner. Organization skills.
Referrals Specialist	N/A	1.0	Referrals	Date HR Rec'd: 8/4/10	Responsible for timely documentation, scheduling appointments, sending letters to patients, creating reports, follow up of referrals and request for treatment authorizations as requested by the primary physician.	Required: High school diploma and current student of Medical Terminology and ICD-9, CPT coding or Medical Assistant. Bilingual (English/Spanish). Good typing skills required.
Activities Asst	N/A	Var.	ADHC	Date HR Rec'd: 6-4-10	Assist the Activities Director with carrying out tasks with the ADHC participants.	Required: High School or Equivalent. Sensitive to the population that ADHC serves. Bilingual Spanish/English. Able to engage in activities as assigned by Supervisor.
<p>SYHC, INC. IS AN EOE/M/F/D/V</p> <p><u>FOR CONSIDERATION APPLY AT:</u> E-mail: jobs@syhc.org.</p> <p><u>All persons seeking employment for an open position with SYHC</u> will be required to: Complete an employment application and provide copies of certification(s)</p> <p><u>BENEFITS FOR REGULAR FULL TIME POSITIONS</u> MEDICAL, DENTAL, VISION, LIFE, TUITION, LIFE, REIMBURSEMENT, CONTINUING EDUCATION DAYS, HOLIDAYS, VACATION, SICK DAYS, FLEX SPENDING ACCOUNT</p> <p><u>INTERNAL CANDIDATES:</u> FOR CONSIDERATION, PLEASE SUBMIT TRANSFER REQUEST FORM WITH UPDATED RESUME. TRANSFER REQUEST FORM IS LOCATED ON OUR HOME PAGE UNDER HUMAN RESOURCES FOLDER .</p>						