



SAN YSIDRO HEALTH CENTER
Current Job Openings
1/27/2012

Applications are currently being accepted for the following positions.

Title	Reg/Temp.	# of Pos.	FTE	Dept.	Postings	Summary of Duties	Qualifications
DENTAL/MEDICAL/BEHAVIORAL HEALTH							
MD-Family Practice or Internal Medicine	Reg.	1	1.00	CHC-Euclid	Jobing: 1/16/12	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.
Psychiatrist	Reg	1	0.40	SYBH	Jobing: 1/16/12	Performs Psychiatric assessments and diagnostic evaluations of assigned mental health patients.	Required: MD. degree in medicine, Licensed to practice in the State of California. Board Eligible/Board Certified for Adult Psychiatry. 1 year internship in appropriate hospital. 2 years experience with direct supervision. Knowledge of Psychopathology. Practice of preventative mental health. Bilingual (English/Spanish). Preferred: experience working with homeless and persistently mentally ill clients.
Certified Nursing Assistant	Reg	1	1.00	ADHC	Jobing: 1/16/12 Craiglist: 1/18/12	Provides direct patient care services to the participants (age 55+) under the direction and supervision of a nursing staff member, as assigned by the Program Director.	Required: High school graduate or equivalent. Nurse's Assistant California State Certification. Current CPR Certification/Card. The ability to comprehend both written and spoken English and Spanish. An interest and desire to work with the target population of adults age 55+ as served by the center.
RN	Reg	1	1.00	ADHC	Jobing: 1/16/12 Craiglist: 1/10/12	The R.N. shall coordinate, implement and supervise all nursing and personal care services at Adult Day Health Care Center. The R.N. shall provide skilled nursing care. All policies and procedures of Adult Day Health Care Center, applicable laws and licensing requirements will be followed at all times. Nurse will be on duty at all times of program operation.	Education Required (Minimum level of education): Graduate of an accredited school of nursing. Preferred: Bachelor's in Nursing. Certifications/Licenses Required: Current State of CA RN License; Current CPR Certification; I.V. Certification; CA Driver's license, reliable vehicle and proof of insurance Preferred: Infectious control training. Verbal and Written Skills Required to Perform the Job: Bilingual (Spanish-English). Excellent fluent written and verbal communication skills.
RN	Reg.	1	1.00	NCFC	Jobing: 1/16/12 Craiglist: 1/10/12	Provides total patient care using basic nursing principles, including rehabilitation and preventative nursing.	Required: Graduate of an accredited school of nursing. Certifications/Licenses Required: Current RN and driver's license. CPR certification. Experience Required: 2 years of experience in medical-surgical Outpatient nursing or specialty area. Verbal and Written Skills Required to Perform the Job: Bilingual (Spanish-English). Excellent fluent written and verbal communication skills.
MA	Reg.	1	1.00	SBFHC	Jobing: 1/11/12	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	Reg.	1	1.00	CHC-Euclid	Jobing: 1/16/2012 MI: 12/30/11	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).
Licensed Clinical Social Worker	Reg.	1	1.00	ADHC	Jobing: 1/16/12 Craiglist: 1/10/12 SDSU: 1/26/12; SocialServices.com: 1/25/12	Member of the multidisciplinary assessment team of the Adult Day Health Care Center. Perform psycho/social assessments and diagnostic evaluations of ADHC patients. Develop and implement individualized plan of care for each patient. Select approach to. Perform reassessments as indicated. Ensure a therapeutic setting for delivery of all services. Develop a general program of mental health for group socialization.	Requirements: Graduation from an accredited school of Social Work and successfully completed and passed CA. State licensing requirements. Current license to practice in the State of California. Current Basic Life Support Healthcare Provider Course training. At least two years experience in a social services or health care agency beyond completion of degree requirements. Bilingual (English/Spanish).
Social Worker	Reg.	1	1.00	ADHC	Jobing: 1/16/12 Craiglist: 1/10/12 SDSU: 1/26/12; SocialServices.com: 1/25/12	Provide all social work services for Adult Day Health Center. Maintain and follow all policies and procedures of the Adult Day Health Center in accordance to applicable laws and licensing requirements.	Requirements: Bachelor of Social Work or related field and a minimum of two years experience in Social Work or related field or Master's degree and a minimum of one year experience. Current valid driver's license with car insurance coverage. Bilingual (English/Spanish).
Radiology Technician	Per Diem	1	Varies	SYHC	Jobing: 1/2/12 Craiglist: 1/4/12 MI: 1/4/12	Performs radiographic procedures to assist in a diagnosis of disease and injuries maintaining quality patient care.	Requirements: AA degree and completion of training program in radiology technology from approved school. Certification/registration: Registered with the American Registered Radiology Technologist (ARRT). CPR certification preferred. Experience: Minimum 1 year experience as a radiology technologist in
Lab Assistant	Per Diem	1	Varies	SYHC	Jobing: 12/30/11 Craiglist: 11/9/11 MI: 12/30/11	Processes patients for phlebotomy. Cleans and prepares equipment, collects specimens and performs simple tests.	Requirements: High school or equivalent, Phlebotomy certification, medical laboratory experience, Good verbal and written communication skills.

Speech Therapist	Reg.	1	0.50	ADHC	Jobing: 1/2/12 Craiglist: 1/18/12	Under the administrative direction of the Program Director, provides and supervises the treatment of Adult Day Health Care participants; acts as a consultant to the Program Director and is a member of the Multidisciplinary Team. Must work the minimum number of hours necessary to meet the needs of the participants.	Requirement: Licensed by the Speech-Lanuage Pathology and Audiology Board. Must have current CPR and First Aid certifications, current CA Driver's License, proof of current auto insurance and reliable transportation. Excellent English and Spanish communication skills.
Occupational Therapist	Reg.	1	0.50	ADHC	Jobing: 1/2/12 Craiglist: 1/18/12	Under the administrative direction of the Program Director, provides and supervises the treatment of Adult Day Health Care participants; acts as a consultant to the Program Director and is a member of the Multidisciplinary Team. Must work the minimum number of hours necessary to meet the needs of the participants.	Requirement: Licensed by the Occupational Therapy Board of California. Must have current CPR and First Aid certifications, current CA Driver's License, proof of current auto insurance and reliable transportation. Excellent English and Spanish communication skills.
Physical Therapist	Reg.	1	0.50	ADHC	Jobing: 1/2/12 Craiglist: 1/18/12	Under the administrative direction of the Program Director, provides and supervises the treatment of Adult Day Health Care participants; acts as a consultant to the Program Director and is a member of the Multidisciplinary Team. Must work the minimum number of hours necessary to meet the needs of the participants.	Requirement: Licensed by the Physical Therapy Board of California. Must have current CPR and First Aid certifications, current CA Driver's License, proof of current auto insurance and reliable transportation. Excellent English and Spanish communication skills.
Behavior Health Therapist- MSW	Reg.	1	1.00	Mental Health		Therapist will provide individual, family and group therapy to child and adult patients of SYHC and Euclid Family Counseling Clinic. Must have MSW and be license eligible to sit for the exam as an LCSW. Must have experience working with children and adolescents. All clinical staff will participate in supervision, attend case conference, conduct presentations, and abide by SYHC policies and program funding contract requirements at all times.	Education Required: Currently have an MSW degree and be eligible to apply for an active license in California as an LCSW. Certifications/Licenses Required: A valid driver's license and access to insured vehicle required, licensed as a psychologist or LCSW. No MFT's will be considered for the position due to funding requirements.Experience Required: Must be currently registered as an ASW in the state of California and have experience conducting child therapy and family therapy modalities.Verbal and Written Skills Required to Perform the Job: Bilingual English/Spanish preferred, with excellent oral and written communication skills. Communicate clearly and concisely, both orally and in writing.
Pharmacist	Per Diem	1	0.25 (Varies)	SYHC	Jobing: 12/30/11 Craiglist: 12/21/11	Provides prescribed medications, drugs and other pharmaceutical as needed for adequate patient care, according to professional standards and practices. Clinically evaluates patient status and drug therapy, including close screening of individual drug orders and general medication prescribing practices for all patient populations.Advises physicians on drug selection, dosing, monitoring and prevention of adverse drug events and interactions.Prepare reports and written documentation as required by the department, company, state and federal agencies.	Education Required: Pharm.D. from accredited school of pharmacy or B.S., CA pharmacist license, 2 years in retail practice. Bilingual (English/Spanish). Good verbal and written communication.
ADMINISTRATIVE/CLERICAL							
Associate Medical Director	Reg.	1	1.00	SYHC	Jobing: 1/18/12 Community Clinic Voice: 1/17/12 CPCA: 1/18/12 SD Medical Sociey: 1/17/12	Responsible and accountable to the Chief Medical Officer and has a dotted line relationship to the Chief Executive Officer. Works together with the Director of Quality Management to support the quality program, as approved by the San Ysidro Board of Directors. Works with the Clinical Lead Physicians, Operations, and Nursing to ensure that SYHC continues to provide high quality, cost-effective healthcare. The Associate Medical Director is also a practicing primary care clinician with regularly scheduled direct patient care.	Required: Doctorate degree in Medicine (M.D. or D.O.) from an accredited School of Medicine. Completion of accredited Residency program in primary care (Internal Medicine, Family Practice, Pediatrics, Ob/Gyn.) Broad background in hospital and community clinical settings. Experienced working with non-profit safety net patients and programs. Valid, unrestricted CA medical license. 5 years minimum clinical and administrative practice in primary care setting. Minimum of 5 years as an Associate Medical Director or Clinical Lead Physician preferred. Ability to influence staff and medical providers. Fluency in Spanish preferred. Knowledge working with databases preferred (i2ITracks.)
Project Management Clerk	Temp	1	1.00	SYHC	Jobing: 1/25/12	Under the direct supervision of the Management Analyst the Clerk will help support the registration process for the Meaningful Use Incentive Program. Primary responsibilities include, but are not limited to: collecting and verifying Provider NPPES electronic data, following strict protocol and detailed instruction, assisting Providers in re-setting NPPES access data and other duties as assigned.	Required: High school graduation or equivalent. Some college preferred.Certifications/Licenses Required: CA driver's license with appropriate insurance. 1 year in office environment, or related experience preferred. Verbal and Written Skills Required to Perform the Job: Excellent verbal and written communication. Will be required to communicate with both the NPPES telephonic helpdesk and individual Providers.

Program Coordinator	Reg.	1	0.30	RESEARCH	Jobing: 1/25/12	This specific Program Coordinator position will be assigned to the care coordination activities of the SALUD / Hispanic Elders Project, responsible for the provision of the project's depression care coordination services to project participants. Specifically, the Coordinator will: Educate the patients about depression; coach patient in behavioral activation and pleasant events scheduling; offer brief counseling regarding problem-solving treatment and skills; and monitor depressive symptoms in patients for treatment responsiveness.	Required: Bachelors or Higher education in Public Health or Medical Field or its equivalent.CA driver's license with appropriate insurance coverage. Community; health education; case management experience. Bilingual (Spanish/English). Good verbal and written communication skills
Junior Support Specialist	Temp	1	1.00	IT		This position serves as the first point of contact in IT for help desk requests; provides friendly and efficient hands-on support, break/fix, and ticket resolution as well as providing development and optimization of the helpdesk to all users of the clinics' information technology. Supply first level systems training and backup administrator of hardware and software systems	Required: Technical School degree.Certifications: California Driver license Minimum: Successful completion of projects with varying size and complexity, from start-to-finish. Exceptional knowledge of PC's and network administration Understanding of the operational procedures in a medical setting. Successful Customer Service oriented experience. Varied and concurrent hardware deployment
Care Advocate	Temp.	1	1.00	MCHC	Jobing: 1/16/12	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.	Required: High School Graduate.CA driver's license with appropriate automobile insurance. 2 years in community based organization or social services. Excellent verbal and written communication skills; organization and project management skills. Bilingual (Spanish/English). Ability to establish and maintain good interpersonal relationships. Proven communication and writing skills. Ability to work creatively, independently and meet deadlines.
Total Quality Management Coordinator	Temp.	1	1.00	TQM	Jobing: 1/4/12 MI: 1/4/12 Craiglist: 1/11/12	Under the supervision of the Quality Manager, coordinate all activities related to the San Ysidro Health Center, Inc., Quality Management Program. The Quality Management Coordinator helps develop, implement, monitor, and evaluate all activities involving the Quality Management Plan (QMP).	Required: Associate's Degree or higher in a health-related field. Licensed Vocational Nurse (LVN) or higher; equivalent training and/or graduation from an accredited program while awaiting licensure acceptable. 4 years experience in healthcare or a closely related field; familiarity with outpatient care environments and quality improvement processes.Verbal and Written Skills Required to Perform the Job: Excellent oral and written communication skills required; active listening ability and knowledge of adult learning modes required to train, facilitate, and motivate various staff in quality improvement activities.
Health Educator	Reg.	1	0.45	Health Education	Jobing: 1/25/12	The Research & Health Promotion augments SYHC's clinical care with health promotion, research and care coordination programs for patients and community members. Under the supervision of the Program Manager, the Health Educator will be responsible for providing health education and outreach in Central and South San Diego. General responsibilities will be, but are not limited to, contacting potential participants, coordinating the implementation and delivery of health education and conducting presentations, as well as other specified health education duties.	Required: Bachelor's Degree in Health Education, Social Work, Psychology or related field. CA drivers license and private auto liability insurance or ability to use public transportation to travel to work sites. Minimum of one year experience in Health Education.Verbal and Written Skills Required to Perform the Job: Ability to read and write English at 12th grade level. Bilingual (English/Spanish).
Health Information Services Clerk	Temp.	1	1.00	SYHC		Pulls, files, analyzes and updates patient medical records to ensure accuracy. Scans patient's medical information for the authorization and scheduling of referrals.	Certifications/Licenses Required: Medical Assistant/ Medical Terminology certificate, or CPC. Experience Required: Completion of vocational externship hours in the medical field. Verbal and Written Skills Required to Perform the Job: Bilingual (English/Spanish). Good verbal and written communication skills
Health Information Services Specialist	Reg.	1	1.00	NCFC	Jobing: 1/25/12	Pulls, files, analyzes and updates patient medical records to ensure accuracy. Scans patient's medical information for the authorization and scheduling of referrals.	Certifications/Licenses Required: Medical Assistant/ Medical Terminology certificate, or CPC. Experience Required: Completion of vocational externship hours in the medical field. Verbal and Written Skills Required to Perform the Job: Bilingual (English/Spanish). Good verbal and written communication skills
Health Information Services Specialist	Reg.	1	1.00	SYHC	Jobing: 1/2/12	Pulls, files, analyzes and updates patient medical records to ensure accuracy. Scans patient's medical information for the authorization and scheduling of referrals.	Certifications/Licenses Required: Medical Assistant/ Medical Terminology certificate, or CPC. Experience Required: Completion of vocational externship hours in the medical field. Verbal and Written Skills Required to Perform the Job: Bilingual (English/Spanish). Good verbal and written communication skills
Business Services Supervisor	Reg.	1	1.00	Business Services-SYHC	Jobing: 12/30/11 Craiglist: 1/10/12	This position is responsible for the supervision of the timely and accurate keying of encounter information and process development in an online environment.	EducationMinimum: High School Diploma. Certification/CPT and ICD-9 Coding Certificate preferred. Experience 3-4 years charge entry in health care or related field. Supervisory Experience 2 years.Technical Knowledge Charge corrections, data input, contract adjustments, and related entry activities. Bilingual(English/Spanish) preferred

Cancer Detection Program Case Manager	Reg.	1	1.00	MCHC	Jobing: 12/30/11	Under the direct supervision of the Director of Nursing, and the Cancer Programs Coordinator, the Case Manager will be responsible for providing case management under the Cancer Detection Program and other departments as needed. General responsibilities will be, but are not limited to: attending staff meetings and trainings, providing coverage for case management staff, interfacing with clinical staff, providing appropriate referral and follow-up for abnormal screenings, and attend trainings as requested by management. The position is to ensure that at all levels, women get proper services and follow-up through the entire process. The Case Manager must maintain confidentiality at all levels.	Required: High School Diploma or equivalent. Medical Assistant Certificate and/or medical background and experience with case management. CA driver's license with appropriate automobile insurance. 2 years experience in community based organization or social services. Demonstrated ability to communicate effectively to adolescents, caregivers and others. Demonstrates excellent oral and written communication skills. Bilingual (Spanish/English). Familiarity with, and advanced knowledge of, community resources and their use to meet the needs of families.
Dental Research Case Manager	Reg.	1	1.00	RCH	Jobing: 1/16/12	Under the direction of the Research Clinical Coordinator the Case Manager/Administrative Assistant is responsible for the daily recalling of project participants in a timely manner and administrative operations of the research project. Performs a variety of clerical functions related to the day-to-day operation of the project. Responsible of ordering supplies, organize retention activities, consenting patients, and oral health counseling. Must be detailed oriented and have the ability to multi-task activities. Previous administrative experience and clerical experience a must.	Minimum High School graduate, G.E.D., or equivalent. Some College preferred. CA drivers license and private auto liability insurance 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. Excellent verbal and social skills. Ability to read and write at the 12th grade level. Bilingual (Spanish/English.)
Management Analyst	Reg.	1	1.00	SYHC	Jobing: 12/30/11 Craiglist: 12/16/11 Diversity Solutions: 12/7/11	Under the supervision of the Director of Community Relations, the Management Analyst facilitates fund development, corporate communications and event planning.	Education Required: Required: BA in Bus Admin, Communications, Marketing or other relevant field. Experience Required: A minimum of 3 years of fundraising, development and/or events planning experience. Verbal and Written Skills Required to Perform the Job: Excellent verbal and written communication skills. Bilingual (English/Spanish). Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Visio), and Adobe Creative Suite (InDesign Illustrator, Photoshop, Dreamweaver, LiveCycle). Working knowledge of DonorPerfect Database Management System or other donor research database preferred
Payroll Coordinator	Reg.	1	1.00	Accounting	Jobing: 12/30/11 Craiglist: 12/30/11 Diversity Solutions: 12/7/11	Performs clerical and technical and/or specialized projects/assignments in accounting, verifying and documenting of company's payroll transactions.	Required: AA (minimum). BA/BS in accounting, finance or related field preferred. 3+ years in payroll working in an organization with 500+ employees. Certification/registration: CA driver's license and required insurance coverage.
Laboratory Supervisor	Reg.	1	1.00	Lab-SYHC	Jobing: 12/30/11 Craiglist: 11/22/11	Under the direction of the Chief Medical Officer, the Lab Supervisor oversees all laboratory functions and personnel, coordinates and communicates services with reference lab and vendors, collaboration with other SYHC, Inc. departments to provide high quality integrated patient care, management of Policies and Procedures and purchasing functions, development of various monthly and quarterly reports, assistance in billing resolutions, and participation in other special projects.	Education Required: High School Diploma or equivalent. Certifications/Licenses Required: Registered as a phlebotomist with the state. Experience Required: 3 – 5 Years experience in medical clinic with supervisory and/or managerial role. Preferably in a multi-clinic health center. Verbal and Written Skills Required to Perform the Job: Good written and verbal communication skills in English and Spanish. Good interpersonal skills and customer service skills.
Senior Project Manager	Reg.	1	1.00	SYHC-Admin	Jobing: 12/30/11 Craiglist: 10/28/11	Under the general supervision of the Senior Vice President of Administration and Finance, the Project Manager will be responsible for activities related to organizational projects. He/she will determine appropriate reporting mechanisms and plan and coordinate activities of designated projects. He/she will ensure critical data elements/reports are generated to help measure systems and processes. He/she will ensure that project teams meet assigned goals or objectives and in the analysis and evaluation process.	Education Required: BA/BS in Business, Engineering, or Computer-related discipline. Education Preferred: MBA or other relevant graduate degree Certifications/Licenses Required: Certified Project Management Professional (PMP) credential, MS-Office Experience Required: 5 years direct work experience in a project management capacity, including all aspects of process development and execution. 5 years experience working in healthcare environment. Project manager for implementation of corporate-wide software program.
Call Center Manager	Reg.	1	1.00	Call Center	Jobing: 1/16/12 Craiglist: 1/17/12 Diversity Solutions: 12/19/11	The Call Processing Center manager is responsible for the day-to-day management, supervision, and operation of SYHC's centralized Call Processing Center (with minimum 20 employees) for multiple medical and dental clinics throughout southeast San Diego and Southbay region. He/she ensures the highest quality of customer service, employee engagement, quality objectives, and resource allocation to meet and exceed SYHC organizational objectives.	Required: Bachelor's degree in Business Administration, Health Care Administration, or related health field. 3 years of experience in an inbound call center or centralized appointment scheduling in a healthcare setting. Preferred: Experience in a Call Center department of a healthcare organization and appointment scheduling in an electronic practice management system (such as NextGen and Dentrix). Supervisory Experience: 3+ years direct supervision of 15-20 staff. Bilingual (English/Spanish).
Nutrition Aide	Temp.	1	1.00	WIC- Chula Vista		Provides nutrition/clerical support to the WIC Program.	Education Required: High School Diploma. Experience Required. Completion of nutrition course preferred. Verbal and Written Skills Required to Perform the Job: Bilingual (Spanish / English). Good verbal and written communication.

Sr. Financial Analyst	Reg.	1	1.00	Accounting	Jobing: 12/30/11 Craiglist: 12/16/11 SDSU Alum: 12/14/11	Performs complex budgeting and analytical functions in accounting. Conducts financial, statistical and analytical studies. Responsible for facilitating annual budgeting process and compilation of final products for the 330 and Operational budgets.	Education Required: Bachelor's degree in Finance Certificate/Licenses Required: CA Driver's License and insurance required. Experience: 5-7 years in a health care environment Verbal and Written Skills Required to Perform Job: Excellent verbal and written communications skills. Technical Knowledge and Skills: Microsoft Word and Excel, General Ledger
Clinic Services Manager	Reg.	1	1.00	CHC-Euclid	Jobing: 12/30/11 Craiglist: 11/9/11	Responsible for performing administrative duties, which require high level skills in the operational/supervisory functions within the day to day activities of the Clinic.	Required: Bachelor's Degree in Business Administration or 3 Years related experience. 2 to 5 years experience in similar practice area. 5 years in supervisory or managerial positions. Excellent verbal and written communication, and interpersonal skills. Preferred: Master's Degree in related field. 7 years
Patient Access Rep	Reg.	1	1.00	SYHC	Jobing: 12/30/11	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.	Education Required (Minimum level of education): High School or equivalent. Certifications/Licenses Required: CA Driver's License required. Experience Required: One-year receptionist in medical setting. Verbal and Written Skills Required to Perform the Job: Bilingual (Spanish-English); good written and verbal communication skills.
Promotor/ Promotora Community Health Worker	Temp.	1	0.05	Research		Under the direction of the Director and/or Program Supervisor and/or Manager, the Peer Counselor assists in providing education and social support, recruiting, and providing outreach for specified community programs. The Peer Counselor must maintain confidentiality on all levels. Specific to the Obesity Prevention project, the Peer Counselor's responsibilities include education, support, and engagement activities to assist pregnant and post-partum women and their infants engage in breastfeeding, and access services.	Required: High School graduate, G.E.D., or equivalent. CA driver's license and private auto liability insurance or ability to use public transportation to travel to work sites. Experience with successful breastfeeding; currently breastfeeding. Experience with community based organizations and/or equivalent life experience working in community projects. Excellent verbal communication and social skills.
Promotor/ Promotora Community Health Worker	Temp.	1	0.55	Research	Jobing: 1/4/12	Under the direction of the Program Supervisor, assists in providing education, recruiting, and providing outreach for specified clinic and community programs. The Promotor(a) must maintain confidentiality on all levels. Specific to the Obesity Prevention project, the Promotor's responsibilities include outreach, education, and engagement activities to assist pregnant women and their infants engage in healthy behaviors (ie. nutrition, physical activity, breastfeeding), and access services.	Requirement: High School Diploma or GED equivalent. California Driver's License and private auto liability insurance or ability to use public transportation to travel to work sites. Experience working with community based organization and/or equivalent life experience working in community projects. Excellent verbal and social skills. Excellent written communication skills Bilingual (Spanish/English.)
Dental Floor Supervisor	Reg.	2	1.00	SYHC & SBFDC	Jobing: 12/30/11 Monster: 9/26/11 Craiglist: 12/21/11	The Dental Floor Supervisor 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. Supervises RDA's and DA's, co-coordinates with the Front Desk Coordinator and oversees sterilization procedures. Participates in community outreach, promotes a positive office image and maintains positive patient relations.	Required: RDA, 3-4 years experience in dental setting, 1-2 years supervisory experience, Bilingual (English/Spanish). Excellent verbal and written communication skills.
Volunteer HR Assistant	Temp	1	1.00	SYHC		VOLUNTEER POSITION: Answering phones, greets and gives support and direction to visitors and applicants. Receives applications and checks for signatures; answers questions about job postings; assists Employment Coordinators with the preparation of ID badges for new hires. Reviews and distributes resumes to managers. Filing, faxing and creating packets as well as other duties as assigned.	Qualifications: Associates in office administration or equivalent or currently enrolled in HR program. General knowledge of office procedures. Computers, telephones, copy machine and fax machines, scanners, etc. Great customer services; Organizational skills and bilingual English/Spanish preferred.
FOR CONSIDERATION EMAIL: jobs@syhc.org							SYHC IS AN EO/EF/D/V
TOTAL POSITIONS=		41	37.25				
TOTAL FTE=		35.25					