



*San Joaquin County Clinics is recruiting for*

## **CLINIC SERVICES COORDINATOR**



### **THE POSITION**

The Clinic Services Coordinator is a management level class that plans, organizes, staffs, directs and controls clinic operations, services, programs and components in accordance with State guidelines. Strong candidates will have knowledge of the general goals, functions and programs of health care agencies; principles and practices of outpatient medical clinic operations and services; various primary care and specialty clinical services and programs; Medi-Cal and managed care eligibility and reimbursement regulations and procedures; licensing laws and regulations, including state laws and regulations; basic principles of public administration, management and budgeting; general principles of supervision and training; experience working with electronic health records; and will possess basic principles of public relations.

### **THE DEPARTMENT**

San Joaquin General Hospital is a community hospital with over 1600 employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both clients and employees.

The agency is committed to the delivery of community orientated, culturally sensitive, and affordable health care throughout San Joaquin County.

The Clinic Services Coordinator of San Joaquin County Clinics provides management over the following ambulatory clinical programs:

- ◆ **Primary Outpatient Care**
- ◆ **Pre-Natal Care**
- ◆ **Pre/Post Surgical Care**
- ◆ **Specialty Diagnostics**



Please visit the agency website at: [www.sjgeneralhospital.com/](http://www.sjgeneralhospital.com/)

# CLINIC SERVICES COORDINATOR

## TYPICAL DUTIES

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- ◆ Plans, develops, implements, maintains and reviews the operation and multiple services of clinics at San Joaquin General Hospital and San Joaquin County Clinics /or affiliated offsite locations; directs and oversees clinic staffing; provides overall management of clinic activities; identifies service needs and develops and implements corresponding clinical services and programs.
- ◆ Provides direct administrative supervision to clinical and support staff; selects, assigns, orients, and trains staff; evaluates work performance; coordinates clinical employee performance management with appropriate nursing or physician staff; recommends employee discipline, as appropriate.
- ◆ Prepares clinic goals/objectives in collaboration with other Ambulatory Services management staff; sets timelines and monitors progress toward achievement of such goals/objectives.
- ◆ Ensures that clinic operations comply with applicable State and federal regulations; ensures that staff licenses are current and that staff receives appropriate training needed to perform assignments.
- ◆ Prepares, administers and maintains clinic budgets and fiscal data; helps develop fee schedule (s) for clinic services; develops, implements, maintains and reviews clinic policies, protocols and procedures; manages clinic quality assurance programs; identifies opportunities to reduce costs and enhance revenues consistent with patient care needs.
- ◆ Reviews, revises and develops clinic policies and procedures; participates in the management of provider practices including defining provider productivity standards, practice parameters, critical paths, patient relations, case management and cost containment.
- ◆ Develops plans for the effective utilization of clinic space, furniture, equipment, forms and supplies.
- ◆ Reviews and investigates complaints from staff, physicians, patients and others; makes recommendations for resolution and for policy changes as appropriate.
- ◆ Ensures the integration and collaboration of assigned clinic services with other areas of San Joaquin General Hospital, other health care organizations and the community; as assigned, attends and acts as a liaison for San Joaquin General Hospital and San Joaquin County Clinics at state, regional, and community conferences, meetings and functions.
- ◆ Compiles and evaluates client and other data; prepares reports and correspondence.
- ◆ Prepares and manages special projects.

### *About San Joaquin County*

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches– from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## CLINIC SERVICES COORDINATOR

### COMPENSATION AND BENEFITS

**Annual Base Salary: \$79,872 - \$97,115**

*(Approx. Monthly Salary: \$6,656- \$8,093)*

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 10 holidays per year
- ◆ 10 days of administrative leave
- ◆ 125 Flex Spending Benefits Plan

### MINIMUM QUALIFICATIONS

**Note: Supplemental application must be submitted with regular employment application.**

**Education:** Possession of a bachelor's degree from an accredited college or university with a major in biological sciences, health science, nursing, public health, business administration, public administration or closely related field.

**Experience:** Three years of progressively responsible administrative or operational experience in a hospital, public health, ambulatory or other medical services clinic area, including one year in a supervisory capacity.

**Substitution:** Possession of a master's degree in nursing, public health, public or business administration or a closely related field may be substituted for one year of the non-supervisory experience.

**License & Certificate:** Possession of a valid California driver's license.

### APPLICATION SUBMITTAL PROCESS

A completed application and supplemental questionnaire must be submitted by the final filing deadline.

**June 10, 2016**

Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370**

**Apply Online Today At: [www.sjgov.org/hr](http://www.sjgov.org/hr)**







## CLINIC SERVICES COORDINATOR Supplemental Questionnaire

**Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses, address each question separately, and limit - one page per question. Please provide detailed descriptions of your experience. These questions will be reviewed in evaluating your qualifications.**

1. Do you possess a bachelor's degree from an accredited college or university with a major in biological sciences, health science, nursing, public health, business administration, public administration or closely related field? *(If yes, please ensure the degree is listed on your employment application in the education section or on your resume)* \_\_\_Yes \_\_\_No

2. Do you possess at least three (3) years of progressively responsible administrative or operational experience in a hospital, public health, ambulatory or other medical services clinic area, including one year in a supervisory capacity? \_\_\_Yes \_\_\_No

If yes, please answer the following questions below:

2A. Please provide a detailed description of your duties providing supervision to clinical and support staff. Include in your answer: The number of staff supervised, your role in training and/or development of staff, assigning and overseeing workload, your experience in employee performance reports and discipline.

2B. Please provide a description of your experience preparing and maintaining budgets and fiscal data for a healthcare environment.

2C. Please provide a description of your experience in preparing policies and/or procedures in a healthcare setting. Include in your answer: your role in the development process, implementation and training of staff.

2D. Please provide a description of your experience in meeting and collaborating with multiple healthcare organizations and the community.

2E. Please provide a description of your experience working with electronic health records systems.