

The seal of San Joaquin County is a circular emblem. It features a central figure holding a scale of justice, with a plow and a sheaf of wheat on either side. The words "SAN JOAQUIN COUNTY" are inscribed around the perimeter of the seal.

## San Joaquin County Employment Opportunity

# Clinic Services Coordinator

## San Joaquin Health Centers

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### *About the position*

The Clinic Services Coordinator is an integral member of the San Joaquin Health Centers Team. In addition to organizing and overseeing the daily activities and duties of the facility in accordance with State, they are responsible for providing training and direct administrative supervision to clerical, paraprofessional, technical and nursing staff. They communicate with staff, as well as patients and their families to ensure that SJHC is offering the highest level of patient care and satisfaction. Additionally, the Clinic Service Coordinator plays a large roll in budgeting and performing budget-cost analysis for the clinics.

### *The ideal candidate*

Strong candidates will have knowledge of the general goals, functions and programs of health care agencies. They will understand the principles and practices of outpatient medical clinic operations and services, as well as various primary care and specialty clinical services and programs. They will understand 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. Knowledge of general principles of supervision and training, experience working with electronic health records, and basic principles of public relations are crucial to this position.

### *About the department*

Operating in one of California's most diverse and underserved regions, SJ Health serves over 30,000 unique patients annually through over 130,000 visits. With goals to increase access and health care delivery both within our health centers and in the community, SJ Health is committed to developing and deploying innovative programs and services, to expanding reach through partnerships, and to building simplicity for our patients.

Recruitment Announcement  
1223-RM0203-01

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

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*Greatness grows here.*

# Make San Joaquin County your new home!

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 and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



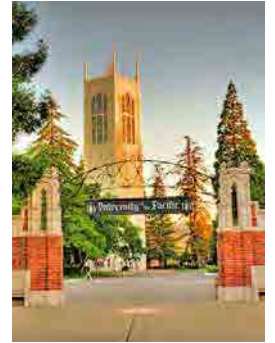
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## Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



## Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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# Clinic Services Coordinator

## Typical Duties

- Plans, develops, implements, maintains and reviews the operation clinics at San Joaquin Health Centers
- 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 the Interim CEO ; 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 schedules 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.

## Minimum Qualifications

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



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# Clinic Services Coordinator

## Compensation and Benefits

Approximate Annual Base Salary:

**\$99,047- \$120,392**

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.
- 125 Flex Spending Benefits Plan
- 457 Deferred Compensation Plan
- 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)
- 14 paid holidays per year
- 10 days of administrative leave per fiscal year

## Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$99,047	\$120,392
1% Deferred Comp	\$990	\$1,203
Vacation Cash-out 8 days annually	\$3,047	\$3,704
<b>Total</b>	<b>\$103,084</b>	<b>\$125,299</b>

## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



Final Filing Date: **December 22, 2023**

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