

La Clínica de La Raza
1515 Fruitvale Ave.
Oakland, CA 94601
510-535-4000

**San Antonio Neighborhood
Health Center**
1030 International Blvd.
Oakland, CA 94606 • 510-238-5400

Clínica Alta Vista
1515 Fruitvale Avenue
Oakland, CA 94601
510-535-6300

La Clínica Pittsburg
335 E. Leland Road
Pittsburg, CA 94565
925-431-1259

La Clínica Monument
2100 Monument Blvd., Suite 8
Pleasant Hill, CA 94523
925-363-2000

La Clínica Vallejo
243 Georgia St., Suite B
Vallejo, CA 94590
707-556-8100

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INVITES APPLICATIONS FOR INTERNAL/EXTERNAL POSTING

TO APPLY PLEASE SUBMIT YOUR RESUME TO: recruiter1@laclinica.org

JOB TITLE: CLINIC SUPERVISOR
DEPARTMENT: SCHOOL-BASED HEALTH CENTERS (OAKLAND TECH)
CLASSIFICATION: REGULAR FULL-TIME 100% (BASED ON A 40 HR WORK WEEK)
REPORTS TO: SCHOOL BASED HEALTH CENTER MANAGER
STATUS: EXEMPT (NON-UNION)
SALARY: \$45,503.74 FTE + FRINGE BENEFITS

APPLICATION DEADLINE: OPEN UNTIL FILLED

POSITION AVAILABLE: August 10, 2011

THE POSITION: Under limited management supervision, the individual in this position is responsible for the oversight of the multidisciplinary school-based health center at Oakland Technical High School, the "TechniClinic". Oversight includes directing the work of all staff at the health center, supervision of La Clinica staff, relationship with school, and also the coordination of the Youth Advisory Board.

MINIMUM QUALIFICATIONS:

1. Requires a Bachelor's degree in a related field and/or (with a minimum GED) two to three years experience in a health, education or social services setting in which administrative, management or supervisory competence has been demonstrated.
2. Knowledge of the principles, methods and procedures involved in planning, organizing and directing support and auxiliary staff.
3. Commitment to the principles of adolescent health and youth development.
4. Excellent communication, interpersonal and writing skills, ability to communicate effectively, and relate congenially to youth, families, school staff, clinic staff and community members, including funders, is essential.
5. Experience working with school-based health centers strongly preferred.
6. Bilingual Spanish/English preferred.

DUTIES AND RESPONSIBILITIES:

1. Administratively supervises all SBHC staff, including Human Service Specialists, Health Educators, Medical Assistants and Case Managers. Coordinates the efforts of subcontractors and other agencies within the health center. Helps to recruit, hire and train new staff, subcontractors and volunteers.
2. Schedules and facilitates regular, effective staff meetings.
3. Acts as administrative and operations resource to all health center personnel.
4. Administers policies and procedures, and works with Program and Medical Directors to revise or develop new policies and procedures.
5. Collaborates with Associate Medical Director, mental health services provider(s), and La Clinica management to maintain high standards of care, customer service and personnel performance.
6. Acts as liaison to school administration, teachers and other staff. Creates and maintains good working relationships with the school and community organizations/service providers on and off campus.
7. Conducts outreach to students, families, school staff and broader community regarding services provided and student health needs. Actively seeks involvement of youth and families in health center planning, possibly through development of Community Advisory Board.
8. Ensures the maintenance of a safe and functional clinic environment, including facilities, equipment, custodial services and information technology. Ensures that necessary certifications and licensure are obtained/maintained (e.g., DHS, CHDP, Vaccines for Children).
9. Acts as liaison to Alameda County School-Based Health Center Coalition and UCSF evaluation team. Oversees program evaluation efforts to ensure quality, culturally-competent care is delivered to youth.
10. Represents La Clinica with the California School Health Centers Association, the California Center for Civic Engagement, and various foundations. Conducts local advocacy with local legislators, school board officials, school district personnel, and other individuals/groups.
12. Works with Program Director to ensure that program expenses stay within established budget.
13. Works with Program Director and Planning Department to support fund development for maintaining and expanding service delivery.
14. Helps to prepare/submit reports required by funders in an accurate and timely fashion; maintains accurate records for program.
15. Seeks to maximize third party revenues through appropriate provider scheduling and other methods.
16. Participates in relevant meetings, trainings, and collaborative activities.
17. Other duties assigned by supervisor.

DATE AVAILABLE: IMMEDIATELY
POSTING DATE: 07/29/2011

EQUAL OPPORTUNITY EMPLOYER

APPLY TO: recruiter1@laclinica.org
HUMAN RESOURCES OFFICE 510-535-3900