



Southside Coalition of Community Health Centers

Job Opportunities

To Help Everyone Health and Wellness Centers

T.H.E. Health and Wellness Centers thanks you for your interest in our employment openings. We always welcome an opportunity to meet talented and dedicated people who can support our mission of improving the health and well being of the communities we serve.

We have positions that are routinely posted to fill the staffing needs of our locations throughout the greater Los Angeles area. There is opportunity to serve, grow and be part of a team that first established a tradition of care in 1974.

Once you find a job that you believe matches your skills, experience and interest, please begin the applicant process. In addition to the application, you may be required to answer questions that help us better assess your suitability to the job of your interest. We are looking for those most qualified to meet the needs of the position.

If you are deemed a qualified candidate, you will be contacted. Due to the volume of resumes received, we may not be able to connect with each person who completes an application. If you are not selected, your resume will remain in our records for consideration for other jobs. You can return to our website any time to apply to new jobs.

➤ Clinic Manager

Position Summary

Responsible for the management, coordination, and evaluation of FQHC services performed at designated county sites. This position provides oversight for activities occurring at the Health Centers and other community settings and assures they are aligned with Health Center priorities and processes. Provides oversight for the coordination of services of the Health Center and other county departments and service. Participates in coalitions and community activities to promote and coordinate Health Center services.

Essential Duties and Responsibilities:

- Develop and maintain working relationships with other County Department of Health Services managers and other community partners, collaborating and participating in planning and program changes to enhance continuity and a coordinated system of care within the community
- Provide consultation, education and advice to community agencies and the public as part of a community outreach program

- Represent County Health Center Clinics on external committees and community coalitions as needed. Serve as spokesperson to the local community.
- Determine clinic priorities by evaluating the needs of client or target population and available resources.
- Participate in assessment, plan development and monitoring of local needs to address access to Health Center services for identified target population.
- Oversight of daily Health Center Operations at designated site (i.e. Scheduling, Health Center Flow, Registration)
- Responsible for assuring clinic licensing and current certifications are posted at all health center sites, assures that the Federal and State Health Regulations standards for clinic operations are met (i.e. School Based Health Center Regulations, PCPCH, HRSA/FQHC).
- Manage and supervise designated sites and/or department FQHC clinic operations.
- Collaborate with County partners to ensure proper policy and procedure application between programs.
- Monitor revenues and expenditures to assure compliance with budgetary goals. Make recommendations and implement strategies to support positive financial performance; develop budgets for assigned Health Center sites.
- Works with other Program Managers within the Health Center, County Departments and community partners of Health Services to deliver an integrated approach to programs and services.
- Participate in design, development and implementation of Quality Improvement processes and initiatives. Uses Quality Improvement tools and data to evaluate and guide decisions and demonstrate improvement.
- Supervise Medical Assistant and Customer Service Representatives, Panel Managers and other staff as assigned.
- Includes prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policy and procedures, maintaining a healthy and safe work environment and making hiring, termination and disciplinary decisions.
- Assure ethical practice and confidentiality is maintained.
- Responsible for coordination and management of facilities issues onsite and with outside vendors.
- Responsible for assisting with the preparation of Health Center Operations Committee meetings and other clinical meetings and prepares Clinic Operation Reports (Health Center Dashboards, Clinical Measures, Patient Demographic Reports, KPI, QI, etc.)
- Responsible for performing in-services for example, but not limited to, HRSA Standards, PCPCH Standards, Environment of Care, customer service, and strategic planning goals pertaining to Health Center Operations.
- Participate in the development and lead implementation of operational policies and strategies at County Locations.
- Monitor trends in service area and modify services to maintain best practices and remain in compliance with clinical policies and procedures.

[Apply for Job](#)

➤ Community Health Educator

Position Summary

Under the direction of the Outreach, Communications Officer the Community Health Educator will be responsible for the ongoing coordination of program activities.

Essential Duties and Responsibilities:

- Provides information, referral and outreach services to the targeted community in a manner that is culturally sensitive.
- Maintains and expands outreach to community institutions and agencies such as churches, local community centers, homeless shelters, rehabilitations and recovery centers, retail establishments, schools and other locations where target population could best be reached.
- Documents outreach activities and education sessions.
- Works closely with STI collaboration on education and testing
- Develop and submit monthly reports to Outreach, Communications Officer
- Completes monthly statistics and reports on outreach, exam results, etc.
- Schedules client appointments and follow-up as needed for exam results.
- Other duties as assigned by the T.H.E. Health and Wellness Centers Outreach, Communications Officer.

Qualifications and Experience:

- High School Diploma or equivalent with some college courses
- Experience working in a health care setting or a community-based organization
- A minimum knowledge of health education and outreach activities
- Must have a valid Class C California Drivers License and access to an insured automobile
- Must be able to work some evenings and on weekends
- Ability to work independently and a self-starter with minimal supervision
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds
- Excellent oral and written communication skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred

[Apply for Job](#)

➤ Medical Assistant (2 Positions)

Position Summary

Under the direction of the Director of Clinical Services the Medical Assistant offers assistance to the providers for necessary patient care services within the scope of the clinic.

Essential Duties and Responsibilities:

- Greets all patients in a professional and friendly manner.
- Takes vital signs of patients: height, weight, blood pressure, indicates reason for visit, brief review of medical history and prepares patients for examination by provider.

- Obtains records and performs indicated "in-house" lab tests, immunization, hemocult and any other tests as ordered by a provider. Obtains results for providers when necessary.
- Performs Rapid HIV testing.
- Performs EKG's as ordered by a provider.
- Completes necessary document accurately for all lab work.
- Provides assistance to provider during physical examination and/or specialty procedures as needed.
- Completes & enters data into patient's records and submits all forms in a timely manner.
- Maintains medical unit supplies in laboratory and exam rooms.
- Attends and participates in meetings as required.
- Other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Medical Assistant's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

Qualifications:

- High School Diploma or equivalent
- Certification in Medical Assistant
- Certification in CPR
- Phlebotomy Certification a plus
- Minimum one year of Medical Assistant experience
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency

[**Apply for Job**](#)

➤ Registered Nurse - School Nurse (3 positions)

Position Summary:

Position's primary function is to provide direct health care services to students and families identified by the School District's Health Specialists; to provide training, information and education to the District's educational staff and parents; to coordinate of health and prevention service provision with school administration, school service providers, and community agencies, providing health and prevention services within the school and the community. It is a comprehensive preventive community health education and health services program in partnership with the District and the Los Angeles County Education Foundation. This position will manage this partnership and be responsible for meeting the goals agreed to in advance by all parties.

Essential Duties and Responsibilities:

- Supervises health specialists in completing state mandated vision screening, scoliosis screening and follow-ups.
- Consults with, conducts in-service training, and serves as a resource to health specialists and other designated school personnel in implementing any of the procedures for meeting the specialized physical health care needs of pupils.
- Participates in the evaluation and placement of pupils recommended for the special education program.
- Completes developmental history reports and serves as a member of the IEP team.
- Designs and implements a health maintenance plan to meet the individual health needs of pupils, incorporating plans directed by physician.
- Interprets medical and nursing findings appropriate to pupil's individual educational plan and makes recommendations to professional personnel directly involved.
- Provides supervision of specialized physical health care services (supervision means review, observation, and/or instruction of a designated service provider's performance of a specialized physical health care service).
- Refers students to private physicians and/or community agencies when physical problems and conditions require such care.
- Identifies pupils who need Designated Instructional Services Health Nursing (DIS/HS).
- Provides direct health service and/or counseling appropriate to meet the individualized need of (DIS/HS) students.
- Possesses the ability to travel to and from various sites in a day.
- And all other duties as assigned.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Qualifications:

- Possession of a Bachelor's Degree and a Registered Nurse License

- A valid California Driver's license and access to insured automobile.
- Current CPR certification
- Possess or willing to obtain Designated Instructional Services Credential for school nursing
- Minimum of one-year administrative/supervisory experience
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds
- Excellent communication (oral and written) and interpersonal skills.
- Excellent organizational skills
- Computer proficiency
- Skill in public speaking.
- Bilingual in Spanish and English
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable

[Apply for Job](#)

➤ **Dental Assistant (2 Positions)**

Position Summary

Under the direction of Dental Director, Dental Assistant will be responsible for providing both clinical and administrative support in a clinical unit(s) and/or affiliated practices, working alongside dentists, dental hygienists, and dental technicians.

Essential Duties and Responsibilities:

- Organizes and prepares trays, set up and lays out instruments for dental procedures.
- Preps patients and handles instruments and other materials to be used during dental procedures.
- Obtains vital signs and monitors patients for complications.
- Questions patients about their medical history and recording the information for dentist's reference.
- Obtains patients' dental history and records.
- Ensures health history is updated and scanned in to eCW system.
- Exposes and processes digital radiography or traditional x-rays.
- Practices radiation safety at all times when using dental radiographs operators.
- Takes impressions of patients' teeth for casts.
- Uses suction and swabs to keep patients' mouths clear and dry during procedures.
- Applies topical anesthetic to patients' mouths.
- Removes stitches.
- Makes temporary crowns.
- Advising patients on dental care.
- Making patients feel comfortable before, during and after dental treatment.
- Cleans up following procedure, disposes of all waste in an appropriate fashion, and disinfects area after each patient and sets up for next patient in accordance with established procedures.
- Sterilizes dental instruments and equipments
- Maintains an inventory of dental instruments, equipment, and supplies in the dental operatory.
- Organizes supplies and equipment to minimize loss and maximize utilization.
- Reports equipment malfunctions to direct supervisor and follows up with repair technicians as needed.

- Schedules appointments, maintains records, sends bills, answers phones, and other office duties.
- Performs regular audits to ensure that no expired materials exist in the patient care areas.
- Ensure compliance with policies and procedures and regulatory agencies rules and regulations.
- Provides patient education and treatment planning information as directed.
- Assesses emergency situations and provides necessary and proper response when appropriate in accordance with emergency protocols.
- Promotes positive working relationships with community agencies and with other departments.
- Establish and maintain courteous, cooperative relationships with staff, volunteers and the public, portraying the mission of T.H.E.
- Promotes delivery of quality patient care.
- And all other duties as assigned.

Essential Skills and Experiences:

- Provide strong customer service to staff and community.
- Proven organizational and problem solving skills.
- Able to track details and manage multiple projects simultaneously.
- Excellent interpersonal and communication skills (oral and written).
- Basic understanding of financial/budgeting process.
- Ability to handle and track details and verify accuracy.
- Completes work on time with quality results and can manage multiple interruptions.

Education and Qualifications:

- Must hold a current Dental Assistant certificate.
- High school diploma or GED (preferred 2 years of college).
- Current CPR Certification
- Have Radiation (X-ray) Certificate
- Excellent communication (oral and written) and interpersonal skills.
- A valid California Driver's license, and access to insured automobile.
- Flexible, mature individual who is capable of decision making and problem solving.
- Ability to work with all levels of management.
- Ability to work effectively and collaboratively.
- Advanced computer skills, including word processing, spreadsheet, email, etc. Experience using electronic health records preferred.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Fluency in Spanish highly desirable.

[**Apply for Job**](#)

➤ Referral Clerk

Description

Under the direction of the Referral Coordinator, the position assists patients with referral needs and to connect patient services with outside resources.

Essential Duties and Responsibilities:

- Process referrals for insured and uninsured patients throughout Los Angeles County utilizing Medpoint System for insured patients and the Referral Processing System (RPS) and eConsult

for uninsured patients. And uninsured patients for mammography will be referred to in-house service provided by outside agency. Process referrals with private insurances HMO and PPO.

- Verify patient insurance status whether patient have insurance or not. If patient is insured, check eligibility to determine specialist's resource. If patient is uninsured, chose public resource.
- Refer for in-house service such as retinal screening and telederm for uninsured patient.
- Communicate daily with Health Care LA IPA, RPS system and eCounsel to check status.
- Upon approval for referral request, notice to patient appropriately such as phone and mail. And send necessary document to specialist by fax.
- Request report from specialists and the report will be scanned into eCW and assigned to appropriate physician. For mammogram and retinal screening, patient will be referred to specialist for necessary treatment according to the report.
- Each referral clerk documents all the process in ecw until we receive the report. And record necessary information to keep track on referral status on our own.
- Attend monthly meetings addressing utilization management for Health Care LA IPA , eConsult and RPS system. (for designated staff only)
- Responsible for a monthly report to measure productivity.
- Other duties as assigned.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, keyboard, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Referral Clerk's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Health and Wellness Centers. I understand that T.H.E. Health and Wellness Centers reserves the right to modify job duties or job descriptions at any time.

Qualifications:

- High School Diploma or equivalent
- Experience in a community clinic preferred.
- Knowledge in Medical Terminology
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable

- Bilingual preferred

[Apply for Job](#)

➤ Licensed Vocational Nurse

Position Summary:

Under the direction of the Chief Medical Officer, the Licensed Vocational Nurse (LVN) offers assistance to the providers for necessary patient care services and other office related tasks needed within the scope of the clinic.

Essential Duties and Responsibilities:

- Assists in all functions of the team staff in the clinic.
- Responsible for the collection of patient data including blood pressure, weight, height, temperature, pulse and history of present illness.
- Screens high risk patients.
- Reviews presenting problems with patients.
- Provides immunizations, draws blood, performs hematocrit and other basic test when requested by clinicians.
- Reviews immunization record.
- Administers injections as indicated by provider.
- Administers Mantoux Tests.
- Obtains TB screening history, reads Mantoux Skin Tests, responds to patient questions regarding significance and results of TB test.
- Performs vision and hearing test for patients as needed.
- Responsible for maintaining a steady patient flow for the clinicians.
- Responsible for keeping exam rooms clean and well stocked with necessary medical supplies.
- Responsible for maintaining program logs, as assigned by the department manager.
- Reviews all forms to insure that charts are completed after each patient visit.
- Makes telephone calls for the purpose of appointment reminders, follow-up on broken appointments, patient education and for other patient contact needs.
- Responsible for providing final instruction and patient education as directed by medical provider.
- Participates in community outreach events as needed.
- Performs other duties as assigned

Education and Qualifications:

- Current and active licensure as a Licensed Vocational Nurse
- Current CPR Certification
- Minimum one year of LVN experience
- Experience with patient follow-up and compliances
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Ability to work in a variety of settings
- Ability to write notes, records, and reports.
- Ability to work productively in an office space used by multiple employees.
- Work requires periods of standing, sitting, stooping, kneeling, bending, lifting, turning, twisting, walking, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly.

- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred

[Apply for Job](#)

➤ Patient Services Representative/Phone Operator

Description

Under the direction of the Operations Manager, the Patient Services Representative shall receive patients and process necessary paperwork for their visits.

Essential Duties and Responsibilities:

- Greet all patients in a professional and friendly manner.
- Provide and explain necessary paperwork to the patients for processing scheduled appointment or walk-in appointment.
- Utilize provided computer and software to input information and record all visits.
- Screen each patient prior to examination by provider. This includes review of patient information contained in their chart to ensure that data is current and correct.
- Inform patients of different programs we have to offset charges, explaining the qualifications and requirements, i.e. Office of Family Planning, Medi-Cal, CHDP, PPP, HWLA, and Sliding Fee.
- Perform income verification.
- Perform status verification when appropriate.
- Review information collected from the patient and explain the fee schedules and methods of payment, and collect payment when required.
- Provide coverage for front desk, telephone reception and/or appointment desk.
- Keep abreast of all payment options and special programs available to cover the cost of services rendered. Attend training when required.
- Provide financial responsibility information to callers as need arises.
- Assist the billing department when needed
- Other duties as assigned.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, keyboard, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Patient Services Representative's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

Qualifications:

- High School Diploma or equivalent
- A minimum of 6 months working in hospital conducting financial screening or working in a community clinic conducting financial screening and/or one (1) year front office clerical required.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual is preferred

[Apply for Job](#)