

## *Patient Care Specialist I (Medical Assistant)*

San Benito Health Foundation - Hollister, CA 95023  
Full-time; Non-Exempt

Seeking a skillful, motivated, responsible full-time Patient Care Specialist to join the San Benito Health Foundation (SBHF) Community Health Center's team. We are a thriving, growing community health center in San Benito County, providing high quality, medical, dental, and nutritional services to a multicultural population. Learn more about us [here](#).

Great opportunity for a new Medical Assistant (Patient Care Specialist) looking to make a difference at the community level, and work with a medical team to provide primary care in an outpatient setting to a multicultural patient population. The Patient Care Specialist is a vital part of the Patient Centered Health Home model. Along with our medical team, you can provide community based primary care and is cross trained through the various departments to offer optimal service to our patient population.

Patient Care Specialist is a full-time position that provides professional clinical services to patients and obtains and charts in the EHR electronic health record system vital signs for all patients; weighs and measures infants and children and records data on EHR. Performs patient testing as directed and with appropriate supervision, including blood draws, Hematocrit (HCT), Human Chorionic Gonadotropin (HCG), liver, lipid, liver, A1c, lead, tuberculosis (PPD), urinalysis, strep throat, cholesterol and glucose screens. Performs injections (e.g., influenza, childhood immunization and adult immunizations) as directed and under appropriate supervision.

### **Applicants must meet the following criteria:**

- **Successful completion of an accredited Medical Assistant Program**
- **Current CPR Certification**
- **Basic Computer Skills**
- **Current and Valid California's Driver's License**
- **Bilingual/Spanish is a must**

SBHF offers a competitive compensation and benefit package, which includes medical, dental vision, and life insurance, as well as a 403(b) retirement plan. We welcome applications from new graduates.

To apply for this position please email [iguevara@sanbenitohealth.org](mailto:iguevara@sanbenitohealth.org) make sure to include your resume and application.

[Download Application](#)

# Accountant

San Benito Health Foundation - Hollister, CA 95023  
Full-time; Exempt

San Benito Health Foundation is a dynamic FQHC (Federally Qualified Health Clinic) located in Hollister, CA! We offer a competitive compensation and benefits package including medical, dental, vision, and life insurance; as well as 403(b) retirement plan and National Loan Repayment. Learn more about us [here](#)

We are seeking a skillful, full-time Accountant. We are a patient centered health home offering our patients the best in medical, dental and vision care. Join our dynamic team of professionals and be part of a health model that truly improves the lives of individuals and the community at large.

The Accountant is a full-time, exempt position that provides overall management support to SBHF from a financial perspective. Manages the maintenance of records for the financial transactions of all programs of SBHF, the financial operation and the financial aspects of grants and funding programs.

We offer a competitive salary plus incentive and an excellent benefits package that includes a pension plan, a 403 (b) plan with employer match, and a continuing medical education benefit.

Individuals will work in a Patient Centered Medical Home Model, and work closely with a team of professionals to provide culturally sensitive, high quality, comprehensive health services in our Federally Funded Community/Migrant Health Center. The ideal candidate must have the ability to work independently.

## Applicants must meet the following criteria:

- **Possesses a Bachelor's Degree with a major in Accounting, Business Administration or the equivalent knowledge.**
- **Experience in all aspects' of financial management, including general accounting, cost accounting, payroll, accounts receivable and payable**
- **Full knowledge of the Federal, state and local rules and regulations governing accountin and financial management in a Federal Qualifide Health Center.**
- **Knowledge of Generally Accepted Accounting Principles – GAAP**
- **Basic computer skills including the ability to pepare simple correspondence and reports in Microsoft Word, and summarize and report data in Excel spreadsheets.**
- **Knowledge of computerized accounting programs (Peachtree is a plus)**
- **Must possess a current and valid California Driver's License**
- **Bilingual /Spanish is a plus**

We welcome applications from new graduates.

To apply for this position please email [iguevara@sanbenitohealth.org](mailto:iguevara@sanbenitohealth.org) make sure to include your resume and application.

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# Application for Employment San Benito Health Foundation Community Health Center (An Equal Opportunity Employer)

Please review the entire application before you begin. Legibility, accuracy, organization and completeness are

important. Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Address: _____	City: _____	State: _____
Phone ( ) _____	Email Address: _____	

Job applied for: \_\_\_\_\_ Today's date: \_\_\_\_\_

Are you seeking:  Full-time       Part-time       Temporary       Internship or externship?  
 How soon are you available for employment? \_\_\_\_\_ Shift preference: \_\_\_\_\_

What languages are you fluent in? (Circle appropriately)

Language: \_\_\_\_\_ Understand      Speak      Write      Read

Language: \_\_\_\_\_ Understand      Speak      Write      Read

Education Or Training	Please indicate your education or training that is relevant to the job for which you are applying.		
College or University	Location	Dates of enrollment	Degree awarded

*(Please provide copies of the degrees)*

Professional License Number: \_\_\_\_\_

DEA: \_\_\_\_\_

NPI: \_\_\_\_\_

*(Please provide copies)*

<b>Training</b>	Have you completed any training or classes relevant to the job for which you are applying? (Examples: On-the-job safety training, military training, production training, etc.) Be specific.
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Type of Training Completed: \_\_\_\_\_ Did you receive Certification:  Yes  No

Type of Training Completed: \_\_\_\_\_ Did you receive Certification:  Yes  No

Type of Training Completed: \_\_\_\_\_ Did you receive Certification:  Yes  No

*(Please provide copies of certifications)*



Employer:	Name of last supervisor	Employment dates
Address:		From To
Phone:	Your last job title	
Reason for leaving		
List jobs you held, duties performed, skills used or learned advancements or promotions while you worked for this employer.		
Employer:	Name of last supervisor	Employment dates
Address:		From: To :
Phone:	Your last job title	
Reason for leaving		
List jobs you held, duties performed, skills used or learned advancements or promotions while you worked for this employer.		
Name of employer:	Name of last supervisor	Employment dates
Address:		From: To:
Phone:	Your last job title	
Reason for leaving		
List jobs you held, duties performed, skills used or learned advancements or promotions while you worked for this employer.		

Have you ever been barred from working in federally funded facilities?  Yes  No

**References**

Please list three references that can provide us with information about your qualifications to perform the job for which you are applying. Please provide **ONLY** supervisor or job-related references

Name	Address	Relationship	Telephone	Occupation

May we contact your present employer?       Yes     No, because (Please statereason)

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**Certification**

- My signature below certifies that all information in this application is correct and complete to the best of my knowledge and belief and that I understand that providing false, inaccurate, incomplete or misleading information will result in refusal of employment or termination of employment if discovered after date of hire.
- I understand that, should I receive an employment offer, such would be contingent on a number of factors, which may include a background check and a drug and alcohol exam.
- I release all entities and individuals who provide information in accordance with this release from all liability for any damages that may result from furnishing information to the company.
- I understand that if I am employed, I must conform to the company's rules, policies and procedures. I also understand that my employment is "at will," which means that the company or I may terminate my employment at any time for any reason.

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Applicant's signature

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Date