



## PSYCHIATRIC CARE COORDINATOR, TEMPORARY JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. SCCH began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serves women and children; the Live Oak Health Center offers the community an integrated, state-of-the-art health and housing campus in Live Oak, and the Santa Cruz Mountain Health Center provides easy and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

### POSITION SUMMARY:

SCCH's Psychiatric Care Coordinator (PCC) assists all patients in need of psychiatry services by acting as a patient and program advocate and navigator. The PCC assists in developing psychiatry work flows and supports scheduling.

Further, the PCC addresses barriers to psychiatric care by providing advocacy and coordination of appointments and referrals, preparing charts for patient visits, assisting the mental health care providers with workflows, and serving as a strong and flexible member of a health care team. The PCC demonstrates exceptional critical thinking, clinical, patient and provider relations, organizational, and time management skills.

**Reports to:** Psychiatric Medical Director  
**Classification:** Temporary, Full-time, Non-Exempt  
**Language Requirements:** None; Bilingual English/Spanish Preferred

**Location:** Varies/Clinical/Remote  
**Hours:** Varies; during clinic hours of operation  
**Pay Range:** \$25.85 – \$31.40 per hour, DOE

### QUALIFICATIONS:

#### Minimum Qualifications

- Completion of Medical Assistant training program, including externship
- At least one year of experience working in a healthcare setting as a Medical Assistant



- Desire to serve the community clinic population with psychiatry services
- Experience and/or interest in psychiatry, social work, public health, community advocacy
- Preferred Qualifications
- Bilingual in Spanish/English preferable
- Experienced in Motivational Interviewing
- Skilled in Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Experience with Electronic Health Record systems

**BENEFITS:**

This is a temporary, full-time, hourly, non-exempt position not eligible for benefits. The projected assignment is 4-6 months. A temporary employee at SCCH is entitled to CA Paid Sick Leave and an automatic 2% enrollment in a 401K retirement plan with a 2% employer match.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D)**