



FACILITIES STAFF PERSON JOB ANNOUNCEMENT

Santa Cruz Community Health (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, more than 45 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating three separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the East Cliff Family Health Center in Live Oak, serving everyone; and the Santa Cruz Mountain Health Center providing easier access to care for our patients in the San Lorenzo Valley.

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 comprehensive, quality health care.

In December 2022, the East Cliff Family Health Center changed locations in Live Oak and moved into a brand-new space offering an integrated, state-of-the-art health and housing campus. SCCH will continue to provide medical, behavioral health, and specialty care with a focus on pediatrics. The campus addresses a triple goal of increasing access to healthcare, growing affordable housing, and creating economic opportunity. Partners in the project are Santa Cruz Community Health, Dientes Community Dental Care, and MidPen Housing.

JOB SUMMARY:

The Facilities Staff Person (FSP) is responsible for assuring the effective functioning of Santa Cruz Community Health's existing locations and future work sites, under the direction of the Facilities Manager. The FSP supports site maintenance, site expansion efforts, facility renovations, and is assigned to perform preventative and general maintenance tasks on the inside and outside of Santa Cruz Community Health's (SCCH) buildings. This role also assists with SCCH's emergency preparedness and response program under the direction of the Facilities Manager, including leading emergency exercises with key staff, and ensuring that emergency protocols and training are up-to-date and ready.

The FSP creates and maintains an efficient and safe working environment for employees and their activities by establishing and maintaining best practices to manage resources, services, and processes. The main goals for this position are to support the Facilities Manager and the Chief Operations Officer, to keep the buildings and surrounding properties in operating order and to ensure a safe and welcoming environment for patients and staff both on a day-to-day basis, and in the event of an emergency.

Reports to: Facilities Manager; indirectly to Chief Operations Officer



Classification: Full-time, non-exempt

Location: Varies

Normal work hours: 8:00 – 5:00pm, flexible

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Manages assigned aspects of facilities related projects
- Assists in development and communication of policies and procedures regarding facilities management
- Under direction, ensures the organization is compliant with CMS, Cal/OSHA, HRSA and other agency requirements for safety and emergency preparedness
- Assists with preparation of agency site audits for local, state and federal agencies
- Under direction, and in conjunction with Finance Department, obtains quotes for necessary services to be performed by contractors
- Completes daily, weekly, monthly, and annual checklists on building and equipment maintenance procedures and maintains records of scheduled maintenance procedures
- Conducts and documents regular facilities inspections to determine functional systems and detect malfunctions and needed repairs
- Ensures facilities and medical equipment comply with health and safety standards and industry codes
- Under direction, provides new employee safety onboarding and ensures periodic staff training, including, but not limited to, distribution and review of SCCH safety cards, clinic site safety walk-through, safety drills, etc.
- Attends County Emergency Planning department trainings as appropriate, becomes fully trained in Incident Command System
- Participates in committees as appropriate
- Performs minor electrical, plumbing, carpentry, drywall repair and maintenance
- Performs minor renovation/remodeling projects
- Reconfigures, installs, positions, and mounts office equipment and fixtures to accommodate user needs and maximize office space
- Assists with intra-office and inter-office moves
- Assists in ensuring the over-all safety and security of buildings, including measures to safeguard patient information
- Maintains Safety Data Sheets
- Performs other work-related duties as assigned

RISK MANAGEMENT:

- Employees who are part of risk management groups are responsible for understanding risks associated with their area of expertise and will participate in risk committees aimed at helping review



standards/policies/procedures, and support training/education of staff in these risk management areas.

- Support and model SCCH's culture of safety and compliance.

GENERAL JOB PERFORMANCE STANDARDS:

- **KNOWLEDGE OF WORK** - Possesses and utilizes knowledge of the job which is essential to perform the specific functions and related work.
- **QUANTITY OF WORK** - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.
- **QUALITY OF WORK** - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.
- **TIMELINESS** - Completes assignments on or ahead of schedule.
- **ABILITY TO LEARN NEW DUTIES** - Interprets, learns and responds to instructions for new situations, procedures or methods.
- **JUDGEMENT AND COMMON SENSE** - Decisions/actions are sound, including safety awareness.
- **COOPERATION** - Willing to work with others toward common goals.
- **COMMUNICATIONS** - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.
- **INITIATIVE** - Ability to originate, develop or create new ideas or take steps to get things done.
- **PROBLEM SOLVING** - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.
- **ATTENDANCE AND PUNCTUALITY** - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

QUALIFICATIONS:

- At least three years' experience working in a highly service-oriented agency, requiring interaction among and across diverse teams.
- Experience performing building related projects that include space planning, carpentry, drywall, and minor plumbing and electrical work.

WORKING CONDITIONS:

Working conditions 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 qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.



SALARY & BENEFITS:

This is a full-time, hourly non-exempt position with a pay range of \$20.17 - \$27.75 per hour, based on qualifications and experience. Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

APPLICATION PROCESS:

To apply, download our employment application on our [Careers page](#). Submit application and current resume with letter of interest to Human Resources. No phone inquiries, please.

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