



City and County of San Francisco: Office of Mayor London N. Breed  
Economic and Workforce Development: Joaquin Torres, Director

## First Source CPMC Job Announcement – Unit Coordinator \$20.69/Hr

The following job announcement is made available to San Francisco residents through a First Source partnership Hiring Agreement between CPMC and OEWD.

This First Source CPMC job opening targets candidates referred through the San Francisco Workforce Development System, a network of public, private and non-profit service providers coordinated by OEWD to serve San Francisco job seekers and employers.

**All candidates must apply on-line at [www.sutterhealth.org](http://www.sutterhealth.org)** (in order to indicate First Source the candidate must select **“Internet Sites/Banners”** and then **“First Source”** in response to the “How did you hear about us?” question).

Please review this job description carefully for details about qualifications:

**Applicants must apply to every individual requisition number for which they would like to be considered.**

### Unit Coordinator: Requisition # 22106160, 2106158

**Primary Purpose:** With the guidance and direction of the Clinical Manager, the Unit Coordinator/Clerk organizes and coordinates the support activities of a designated area.

### Qualifications

- High school diploma or equivalent required
- Two years Acute care experience required
- Working knowledge of medical terminology
- Two years' experience in healthcare or business preferred
- Computer and Microsoft Office experience required
- Excellent communication, time management, and customer service skills essential.



For additional information about this announcement and/or on-line application assistance through the San Francisco Workforce Development System, please contact one of the workforce system providers listed below:

<p><b>SOMA Comprehensive Access Points</b> <b>99 Kissling, 3<sup>rd</sup> Floor 94103</b> <b>Phone: 415-575-4570</b> <b>Hours: Monday through Thursday</b> <b>9:00AM to 5:00PM</b> <b>Friday: 9:00AM to 1:00PM</b></p>	<p><b>Chinatown Neighborhood Access Point</b> <b>601 Jackson Street, 94133</b> <b>Phone: 415-677-7500</b> <b>Hours: Monday through Friday</b> <b>9:00AM to 5:00PM</b></p>
<p><b>Visitation Valley Neighborhood Access Point</b> <b>1099 Sunnydale Ave, 94134</b> <b>Phone: 415-239-8705</b> <b>Hours: Monday through Friday</b> <b>9:00AM to 5:00PM</b></p>	<p><b>Western Addition Neighborhood Access Point</b> <b>1449 Webster Street, 94115</b> <b>Phone: 415-549-7000</b> <b>Hours: Monday through Friday</b> <b>9:00AM to 5:00PM</b></p>

