

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 (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 # [2004125](#)

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:

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

