

## **First Source CPMC Job Announcement – Patient Services Rep-\$21.00/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**

[https://sutterhealth.taleo.net/careersection/sh\\_san\\_francisco/jobsearch.ftl](https://sutterhealth.taleo.net/careersection/sh_san_francisco/jobsearch.ftl) (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.**

**Patient Services Representative: Requisition # 201357**

**Primary Purpose:** Under the direction of the Supervisor, this position is responsible for providing administrative support, general reception, scheduling and clerical assistance to medical, nursing and technical staff. Responsibilities include creating and entering data in various with report generation from the databases used in the department and developing and maintaining filing systems.

**Qualifications:**

- High school diploma or GED required
- College degree preferred

**Knowledge /Skills:**

- Three to five years of administrative secretary experience
- Excellent verbal and written communications and customer service skills
- Ability to work with moderate direct supervision
- Ability to effectively work with individuals and teams
- Mastery of various software programs: Microsoft Word, Excel and PowerPoint
- Ability to read, write and communicate proficiently in the English language



- Bilingual or multilingual skills an advantage

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

<p><b>SOMA Comprehensive Access Points</b>  <b>99 Kissling Street Third 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: 415-977-7500</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: 415-549-700</b>  <b>Hours: Monday through Friday</b>  <b>9:00AM to 5:00PM</b></p>

workforce system providers listed below:

