



***Reputable Community Healthcare Clinic seeks Temporary Part-Time Facilities Support Specialist
Join an organization which is respected and well loved by the Community we serve!***

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 18!

What you will do at AMC:

This part-time temporary position provides logistical support primarily within AMC's Healdsburg 1381 University Avenue facility during hours of operation performing an assortment of support tasks to allow this busy clinic to operate safely and efficiently.

The Temporary Part-Time Facilities Support Specialist at Alliance Medical Center has the following qualifications and skills:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience;
- General understanding of facility maintenance protocols and where to gain new knowledge; can articulate limits of knowledge;
- Basic English business writing skills;
- Competent with computer programs business email programs, Word, Excel; familiar with requesting and documenting time and labor; familiar with using web portals, texting, pagers and other communication methods
- Knowledge of connecting computerized hardware to peripherals and trouble-shooting likely mishaps
- Able to lift 25 pounds and dolly or other safety tools to move boxes of supplies, food distribution, and basic office furniture on a regular basis

How to apply:

Please email your resume to hr@alliancemed.org or fax resume to (707) 385-2148

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please.