

**PALO ALTO MEDICAL FOUNDATION**  
**HEALTH CARE DIVISION/PALO ALTO MEDICAL CLINIC**  
 795 El Camino Real, Palo Alto, California, 94301 650/691-6194 (fax)  
[pamf.org/jobs](http://pamf.org/jobs) or [sutterhealth.org/employment](http://sutterhealth.org/employment)

Thursday, October 22, 2009

**POSITIONS AVAILABLE**

\*\*Hours listed are per a two week pay period\*\*

**Allied Health**

**Clinical Dietitian-Dublin**

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
On call	Monday-Friday	To assess nutritional needs and develop nutritional care plans for health maintenance. Requirements include current registration; minimum two years experience in one-on-one counseling with patients and families in clinic or hospital setting; member of ADA; CDE credential or eligible; excellent interpersonal, verbal and written communication skills; and the ability to work autonomously.	10-14-2009

**Clinical Laboratory Scientist-Dublin**

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Varied Days	To provide laboratory services to patients including obtaining specimens, perform testing, providing reports, and general lab maintenance. Requirements include current California Clinical Laboratory Scientist license. Minimum of one year as a Clinical Laboratory Scientist. Demonstrated critical thinking and problem solving skills. Ability to work independently and to accurately follow written procedures. Excellent interpersonal, organizational, verbal and written communication skills.	10-22-2009

### Laboratory Assistant\*

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Varied Days	<p>To provide technical and clerical support including reception and specimen gathering. Requirements include high school diploma or equivalent; California certified phlebotomy technician certification required; CPR certification required; minimum one year phlebotomy experience with strong pediatric collection abilities; experience with preparing specimens for transport to reference labs; general laboratory assistant knowledge; type 35 wpm; with excellent interpersonal, organizational, verbal and written communication skills. Candidates must be flexible, dependable and possess the ability and willingness to work effectively towards the group effort.</p> <p>*Internal Candidates Only</p>	10-22-2009

### Laboratory Assistant-Redwood Shores

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Monday-Friday	<p>To provide technical and clerical support including reception and specimen gathering. Requirements include high school diploma or equivalent; California certified phlebotomy technician certification required; CPR certification required; minimum one year phlebotomy experience with strong pediatric collection abilities; experience with preparing specimens for transport to reference labs; general laboratory assistant knowledge; type 35 wpm; with excellent interpersonal, organizational, verbal and written communication skills. Candidates must be flexible, dependable and possess the ability and willingness to work effectively towards the group effort.</p>	10-19-2009

### Ophthalmic Technician\*

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
40	Monday-Friday	<p>Certified Ophthalmic Assistant with three years of experience doing tonometry, visual fields and refractometry or Ophthalmic Technician Certification doing tonometry, visual fields and refractometry or no certification and four years experience doing tonometry, visual fields and refractometry.</p>	07-15-2009

### Ophthalmic Technician/Orthoptist

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
64	Monday-Friday	Certified Ophthalmic Assistant with three years of experience doing tonometry, visual fields and refractometry or Ophthalmic Technician Certification doing tonometry, visual fields and refractometry or no certification and four years experience doing tonometry, visual fields and refractometry.	01-25-2008

### Pharmacy Technician

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
20	Monday-Friday	Under the direction of registered pharmacist, perform nondiscretionary tasks related to prescription processing. Requirements include high school diploma or equivalent; current CA pharmacy technician certification; one year pharmacy technician experience preferred; excellent interpersonal, organizational, customer service, verbal and written communication skills; and the ability to work effectively with minimal supervision.	09-02-2009

### Respiratory Care Practitioner

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
56	Monday-Friday	To provide direct patient care in a professional manner; to perform and technically evaluate comprehensive pulmonary function tests. Requirements include high school diploma or equivalent; licensed as a Respiratory Care Practitioner by the State of California; must have Bronch experience; minimum two years of prior experience in a similar capacity; computer literacy, capability of modifying existing instrumentation to fit specific needs, and the ability to evaluate and make operational new instrumentation and protocols; with excellent interpersonal, organizational, verbal and written communication skills; and the ability to work effectively with minimal supervision. Negotiable standard hours, 16hrs up to 28hrs per week.	02-22-2008

# Clerical

## Patient Services Representative-Pediatrics

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Varied Days	Excellent communication, organizational and customer service skills; high school diploma or equivalent; type 35 wpm; flexibility; ability to handle heavy volume of phones; and the ability to work as a team member in a fast paced environment. Previous medical reception experience strongly preferred.	10-22-2009

## Patient Services Representative-Pediatrics\* Internal Candidates Only

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
48	Monday; Tuesday; Friday	Excellent communication, organizational and customer service skills; high school diploma or equivalent; type 35 wpm; flexibility; ability to handle heavy volume of phones; and the ability to work as a team member in a fast paced environment. Previous medical reception experience strongly preferred.	10-22-2009

## Patient Services Representative-Pediatric Urgent Care -On Call

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Varied Days	Excellent communication, organizational and customer service skills; high school diploma or equivalent; type 35 wpm; flexibility; ability to handle heavy volume of phones; and the ability to work as a team member in a fast paced environment. Previous medical reception experience strongly preferred. Medical terminology certificate or college-level medical terminology course.	08-26-2009

### Patient Services Representative-Travel Medicine-On-Call

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
On call	Varied Days	Excellent communication, organizational and customer service skills; high school diploma or equivalent; type 35 wpm; flexibility; ability to handle heavy volume of phones; and the ability to work as a team member in a fast paced environment. Previous medical reception experience strongly preferred. Medical terminology certificate or college-level medical terminology course.	10-07-2009

## Information Technology

### Information Management Analyst-Research Institute

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	The Information Management Analyst's primary responsibility is the design, development, implementation, and maintenance of systems, reports and databases. Analyzes systems and procedures for adaptability to Information Systems methodologies and programming languages. Assumes leadership role in the project management of assigned tasks. Requirements include BA/BS in Information Systems or equivalent in education and experience; minimum three years experience in database administration and systems management; responsible for administration of PAMF's SQL Server computer systems; to develop and maintain data extraction, transformation, and loading processes; thorough understanding of SQL 2000, Transact-SQL, Data Transformation Services, and MS Analysis Services; additional skills Crystal Report development, Crystal Enterprise administration, Global Works administration, Veritas backup solutions preferred; excellent interpersonal, organizational, troubleshooting, verbal and written communication skills.	09-02-2009

# Management

## Clinical Coordinator CMA/LVN-Orthopedics/Podiatry-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	<p>To coordinate the day-to-day operations of Orthopedics and Podiatry; provide leadership and promote staff harmony; support management in achieving goals. Requirements include graduate of an accredited CMA, or LVN program approved by PAMF and/or equivalent, accredited healthcare technical program approved by PAMF.</p> <p>Pervious experience in an ambulatory clinical setting; supervision experience preferred; previous leadership and role modeling skills preferred; demonstrated ability to plan, coordinate, evaluate and direct the activities of clinical personnel and projects; ability to influence and manage change; excellent organizational, computer, interpersonal, verbal and written communication skills.</p> <p><b>**Internal Candidates Only</b></p>	10-20-2009

## Medical Director-Laboratory Services

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	<p>Responsible for the overall management of the clinical laboratory. Plans, organizes, directs, controls, and coordinates activities within the policies and procedures of the Palo Alto Medical Foundation. Provides clinical and administrative guidance to laboratory personnel in the performance of high complexity tests. Works as a liaison between referring physicians, administration and laboratory staff. Works under the direction of the Medical Director, Palo Alto Medical Foundation, in conjunction with the Division Head, the Vice President of Ancillary Operations and laboratory administrators to provide high quality laboratory services at all PAD locations. Requirements include qualified pathologist (a physician or PH.D. certified or board eligible in clinical or anatomical pathology by the American Board of Pathology). Doctoral degree in chemical , physical, biological or clinical laboratory science from an accredited institution and maintain certification by a board approved by HHS or have a minimum of two years of experience directing or supervising high complexity testing. Ability to work in stressful situations, accept, implement and evaluate change; ability to work in a team environment;</p>	08-03-2009

### VP of Operations-Fremont/Palomares

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80 hrs	Monday-Friday	The VP of Operation for Fremont/Palomares is responsible for all day to day clinical and ancillary activities of the Fremont campus, the Castro Valley campus and the Dublin campus. In addition, he/she will assist the Medical Director of Fremont/Palomares in building an expanded primary care base in Castro Valley and Dublin. Requirements include business training and/or a degree in health care (RN, MPH) are desirable; minimum five years experience in a senior administrative position in health care required; Proven leadership experience in managing a large clinical environment; with the ability to effect change and negotiate and or/sell ideas; successful record in directing staff, developing leadership, and shaping a customer service culture; effective, dynamic communicator (written/verbal); has the skill level to communicate equally to all levels of staff.	08-27-2009

## Medical

### Nurse Practitioner-Sports Medicine

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	In close association and collaboration with the supervising physician, will provide health care services to patients in Sports Medicine. Requirements include current CA NP license; experience and training related to department (primary care or specialty) and patient care expected; two years directed experience preferred; excellent interpersonal, organizational, verbal and written communication skills; and the ability to work effectively in a fast paced, team oriented environment.	10-17-2008

### Physician Assistant-Orthopedics

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

On call	Monday-Friday	To provide ambulatory primary health care and assistive surgical care to orthopedic patients under the supervision of a physician. Requirements include current CA Physician Assistant license; previous acute care experience; excellent interpersonal, organizational, verbal and written communication skills; and the ability to work effectively in a fast paced, team oriented environment. Experience with surgical assisting preferred.	10-31-2008
---------	---------------	---	------------

### Physician Assistant-Orthopedics-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Requirements include current Ca Physician Assistant license; experience and training related to Department; two years experience preferred; excellent interpersonal, organizational, verbal and written communication skills; and the ability to work effectively in a fast paced, team oriented environment.	10-14-2009

### Physician Assistant-Urgent Care

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
On call	Varied Days	Requirements include current Ca Physician Assistant license; previous acute care experience; excellent interpersonal, organizational, verbal and written communication skills; and the ability to work effectively in a fast paced, team oriented environment.	08-27-2008

## Nursing

### Department Coordinator -Pediatric Urgent Care

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday	To provide optimum Nursing/MA coverage for providers taking into consideration available float coverage. Requirements include high school diploma or equivalent; college degree preferred; graduate of an accredited Medical Assisting program approved by PAMF and/or equivalent, type 45 wpm; strong PC computer experience preferred; ability to plan coordinate float coverage; excellent interpersonal, organizational, verbal and written communication skills; and the ability to work with minimal supervision and accept, evaluate and implement change.	10-02-2009
----	---------------	---	------------

### Endoscopy Technician/MA/LVN-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	One year acute or ambulatory care or related experience; CPR; AAMA certification or LVN strongly preferred; fluent in Mandarin/Cantonese strongly preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility. Experience with endoscopy preferred.	09-02-2009

### Health Educator-Community Health Resource Center-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Varied Days	The Health Educator provides education and support to patrons of the Community Health Resource Center. Graduate of an accredited RN program with current California license and two years of experience in health education. Knowledge of and interest in patient and community health issues. Interest in resource center focus. Self-directed. Basic computer skills; with excellent organizational, management, and communication skills.	08-19-2009

### LVN-Internal Medicine

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday	Current CA LVN license; one year ambulatory care, acute care or related experience; CPR certification required; LVN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	10-14-2009
----	---------------	--	------------

### LVN-Podiatry Medicine & Surgery

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
56	Monday-Friday; Monday; Tuesday; Wednesday; Friday	Current CA LVN license; one year ambulatory care, acute care or related experience; CPR certification required; LVN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	10-22-2009

### Medical Assistant/LVN-Family Medicine

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	10-14-2009

### Medical Assistant/LVN- Float Pool- Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

64	Monday-Friday; Saturday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	10-22-2009
----	----------------------------	--	------------

### Medical Assistant/LVN-Internal Medicine

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	08-19-2009

### Medical Assistant/LVN -RCWH

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	10-14-2009

### Medical Assistant/LVN-Urgent Care

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
64	Monday-Friday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	09-30-2009
On call	Monday-Friday	Requirements include high school diploma or equivalent; graduate of an accredited Medical Assisting or LVN program approved by PAMF and/or equivalent; six months acute or ambulatory care or related experience; CPR certification required; AAMA, CCMA, or NAHRMA certification preferred; basic keyboarding and computer abilities; excellent communication and organizational skills; and flexibility.	10-14-2009

### Nurse Practitioner-Urgent Care-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Requirements include graduation and certification from an accredited nurse practitioner program; current CA Nurse Practitioner licensure; two years related experience (primary care, Emergency, or Urgent Care); with excellent interpersonal, organizational, verbal and written communication skills.	09-23-2009

### RN-Cardiology

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
64	Other	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	09-16-2009

### RN-Dermatology

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
30	Monday, Wednesday, Friday	Graduate of an accredited school of nursing. Valid California R.N. license. Current CPR certification. One year of clinical experience is required; recent experience is strongly preferred Excellent organizational, interpersonal, written and oral communication skills. Ability to accept, adapt to and evaluate change. Basic computer knowledge and skills; ability to work as a team member and take on a leadership role when appropriate.	09-30-2009

### RN-Float

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	10-14-2009

### RN-Float-RC/RS

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
On call	Varied Days	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	01-19-2009

### RN-Observation Unit/Anti Coagulation-Dublin

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday; Saturday	Independently manage the referral process, prescription procedures, initiation of anticoagulant therapy, maintenance and bridging process, and monitoring for complication of patients in the Anticoagulation Clinic. Current CA license; two years ambulatory care, acute care or related experience; CPR certification; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people. Certified in Anticoagulation Therapy Management preferred or completion of the Anticoagulation Therapy Management Certificate Program within 6 months. Requires the ability to work independently.	09-30-2009
----	----------------------------	--	------------

### RN-OR-MPSH

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
on-call	Monday-Friday	To provide care for the peri-operative patient in the Operating Room or Procedure Room. Is clinically knowledgeable and performs duties of the staff OR RN. Collaborates with physicians in executing the medical plan of care. Provides supervision of nursing care provided to patients by other nursing caregivers. Develops the plan for nursing care in coordination with the patient, family and other staff disciplines if necessary. Communicate changes in patient's clinical condition with physician, nursing supervisor/manager and co-workers as appropriate. Requirements include current CA RN license; current BCLS and ACLS certification required; minimum one year of certification acute care experience required; must have excellent interpersonal, organizational, verbal and written communication skills; with the ability to work as a team member and assume a leadership role if appropriate.	07-22-2009

### RN-Pediatrics Urgent Care

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
48	Monday; Tuesday, Thursday	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people. Requires flexible schedule.	10-22-2009

### RN-Urgent Care

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
44	Varied Days	Nurses in Urgent Care provide assessment, triage, and nursing care to patients with acute or urgent needs. Current CA license; one year ambulatory care experience, ED experience preferred; CPR certification; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people. Requires ACLS certification and IV skills.	10-14-2009
on-call	Varied Days	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	09-30-2009
on-call	Varied Days	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	09-30-2009

### RN-Urgent Care-Fremont

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
32	Saturday; Sunday	Current CA license; one year ambulatory care, acute care or related experience; CPR certification required; RN must have excellent communication, organizational and scheduling skills; with the ability to interface in a friendly, professional manner with a wide variety of people.	07-15-2009

## Research

### Assistant/Associate Investigator-Clinical Research

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday	PAMF Research Institute is seeking an individual with 3 or more (Assistant Investigator); or 6 or more (Associate Investigator) years of post-doctoral training and/or experience to develop/continue an independent research program in a relevant area related to health care. Requirements include Ph.D. or M.D. with postdoctoral research training and/or experience in clinical or translational research; training and experience in applied statistics, quantitative or qualitative methods, experimental design, or other appropriate methodologies preferred; record of scholarly productivity commensurate with the applicant's research experience required; the demonstrated ability to obtain initial NIH, industry, or other competitive research funding is advantageous at the Assistant level and required at the Associate level; experience in managing research staff and working in a team oriented research with people from a varying disciplinary backgrounds; appointment at the Associate investigator level requires a track record comparable to that for appointment to Associate Professor in a major research university setting.	05-28-2009
----	---------------	---	------------

### Department Chair-Clinical Research

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	The Research Institute of the Palo Alto Medical Foundation is seeking and experienced scientist-administrator to provide overall leadership of research to be undertaken in the department, help recruit new investigators, mentor investigators, ensure adherence to good research practices by all members of the department, manage departmental resources appropriately, build research relationships and collaborations within PAMFRI, with PAMF clinicians, and with colleagues outside PAMF. Requirements include M.D. degree; plus pre/post-graduate research training or a Ph.D. in a relevant research field; an established track-record of outstanding peer-reviewed scientific publication; strong history of obtaining competitive peer-reviewed grant support for clinical and/or translational research; successful experience in managing research staff and supervising/mentoring junior investigators; demonstrated ability to creatively respond to both opportunities and problems is highly desirable; with excellent interpersonal, organizational, verbal and written communication skills.	08-01-2008

### Department Chair-Health Policy Research

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday	The Research Institute of the Palo Alto Medical Foundation is seeking and experienced scientist-administrator to provide overall leadership of research to be undertaken in the department, help recruit new investigators, mentor investigators, ensure adherence to good research practices by all members of the department, manage departmental resources appropriately, build research relationships and collaborations within PAMFRI, with PAMF clinicians, and with colleagues outside PAMF. Requirements include Ph.D., a Dr. P.H., or an M.D. plus graduate research training; an established track-record of outstanding peer-reviewed scientific publication in health policy/health services research; strong history of obtaining competitive peer-reviewed grant support for clinical and/or translational research; successful experience in managing research staff and supervising/mentoring junior investigators; demonstrated ability to creatively respond to both opportunities and problems is highly desirable; with excellent interpersonal, organizational, verbal and written communication skills.	08-01-2008
----	---------------	---	------------

### Research Assistant- Health Policy Research (Part Time)

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
40	Monday-Friday	Assists with projects related to research in the areas of quality improvement, health care financing and organization, medical informatics, and/or clinical research. Bachelor's or master's degree in health policy research, economics, sociology, political science, anthropology, or other science discipline required. Minimum of 2 years experience working on research projects required. Experience with coordination of health services research projects preferred. Familiarity with Institutional Review Board (IRB) and Health Information Privacy and Portability Act (HIPPA) regulatory requirements desired. Proficient in Microsoft Office and EndNote. Experience with Adobe Design Suite highly desired. Excellent analytical, research, written, verbal and visual communication skills required.	08-28-2009

### Statistical Programmer- Health Policy Research

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	<p>Statistical Programmer will assist with projects related to research in the areas of quality improvement, health care financing and organization, medical informatics, and/or clinical research.</p> <p>Required Qualifications:  Master's in Statistics, Biostatistics, Informatics, Bioinformatics, Computer Science or related field. Coursework in statistics, biostatistics, statistical computing. Minimum two (2) years experience in statistical programming and statistics. Experience with larger, relational databases. Demonstrated proficiency in using SAS (Base, Stat, Graph, Access) in Windows and SQL. Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint, Access). Excellent quantitative data analysis skills and ability to use statistical software. Ability to manage multiple projects. Excellent analytical, research, written, verbal and visual communication skills.</p> <p>Preferred Qualifications:  -A Ph.D. or Dr. P.H. in Statistics, Biostatistics, Informatics, Bioinformatics, Computer Science or related field. Experience with transactional and clinical databases with mindfulness for data validation, quality, programming efficiency, and size. Demonstrated experience with observational and longitudinal data analysis, survival analysis, and resampling methods. -Experience working on a</p>	07-29-2009

### Statistical Programmer- Health Policy Research (Short Hour)

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
20	Varied Days	<p>Statistical Programmer will assist with projects related to research in the areas of quality improvement, health care financing and organization, medical informatics, and/or clinical research.</p> <p>Required Qualifications include a Master's in Statistics, Biostatistics, Informatics, Bioinformatics, Computer Science or related field. Coursework in statistics, biostatistics, statistical computing. Minimum two (2) years experience in statistical programming and statistics. Experience with larger, relational databases. Demonstrated proficiency in using SAS (Base, Stat, Graph, Access) in Windows and SQL. Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint, Access). Excellent quantitative data analysis skills and ability to use statistical software. Ability to manage multiple projects. Excellent analytical, research, written, verbal and visual communication skills.</p> <p>Preferred Qualifications include a Ph.D. or Dr. P.H. in Statistics, Biostatistics, Informatics, Bioinformatics, Computer Science or related field. Experience with transactional and clinical databases with mindfulness for data validation, quality, programming efficiency, and size. Demonstrated experience with observational and longitudinal data analysis, survival analysis, and resampling methods. Experience working on a research team with statisticians and physicians.</p>	08-28-2009

## Service

### Maintenance Assistant

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	To provide maintenance support and materials handling for the Facilities department. Requirements include high school diploma or equivalent; class C California drivers license and clean DMV record; minimum of one year experience working in general facility maintenance, preferably in a medical setting; hazardous materials handling experience required; training in a recognized maintenance technician apprentice program a plus; ability to use standard PC equipment and software; excellent interpersonal, organizational, verbal and written communication skills with the ability to work with minimal supervision.	10-14-2009

## PENINSULA COASTAL REGION OPEN POSITIONS AS OF October 22, 2009

## Clerical

### Administrative Assistant-Health Education- Mountain View

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
40	Monday-Friday	Manage daily affairs of the Health Education Department and provide administrative support to the Health Education Manager and Instructors. Requirements include high school diploma or equivalent; must be detail oriented and able to balance multiple priorities and multiple projects; excellent interpersonal, organizational, verbal, and written communication skills; must be able to set priorities and work independently; must be knowledgeable in Excel, Word and PowerPoint software applications.	10/21/2009

## Information Technology

### Clinical Data Quality Analyst- Cancer Center for Excellence

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
40	Monday-Friday	This position supports quality initiatives and analysis projects that drive the strategic priorities of PAMF through oversight of clinical, process, and business data collection to meet program analysis and reporting requirements as defined. The Clinical Data Quality Analyst will liaise across various departments within PAMF/Sutter health including Oncology, Education, Nutritional Services, Finance, Quality & Planning, IT, and PAMFRI. Requirements include Bachelors degree in business, finance, mathematics, computer science or other healthcare related field. MBA, MPH, MHA degree is preferred. Experience utilizing database tools (Crystal Reports, Transact/SQL) for research and analysis; ability to build and maintain data models; knowledge of statistical techniques to provide information solutions; utilize decision support tools in a healthcare environment; knowledge of operating mapping software or GIS systems. Experience developing reports and queries for data access, data analysis, data mapping, and data transformation is required; ability to understand clinical data, the results of queries, and to validate and confirm results and troubleshoot and resolve data quality issues. Requires advanced knowledge of the	9/18/2009

## Human Resources

### Nursing Recruiter-Human Resources Shared Services

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
--------------------------	----------------------------	--------------------------------	-----------

80	Monday-Friday	Plans, develops, and implements recruitment strategies; recruits, screens and fills vacancies (Allied Health, Technicians, Support Services, Management, and Healthcare positions). Ensures fair, consistent, and legal selection process according to all applicable laws, negotiated contracts, regulations and policies for Sutter Peninsula Coastal Region. Requirements include Bachelor's Degree or equivalent in work experience preferred; one to two years in Human Resources Department, preferably in a healthcare environment, including working with hiring managers to develop recruitment strategies for hard to fill positions; advanced training or education in interviewing methodology and employment laws desirable; must be extremely perceptive and capable of relating and working with individuals at all levels of sophistication; possess excellent verbal/written communications abilities; strong interpersonal skills with ability to prioritize work direction from multiple sources with tact, diplomacy, and a professional demeanor. Ability to use standard PC equipment and software; extensive knowledge of personnel policies and procedures, and federal and state laws regarding employment	10/7/2009
----	---------------	---	-----------

## Management

### VP of Finance

Hours per 2wk Pay Period	Days of the Week Scheduled	Job Description/Qualifications	Open Date
80	Monday-Friday	The VP of Finance is accountable for directing all activities associated with the accounting systems, financial reporting an monitoring of financial operations of the Palo Alto Foundation Medical Group (PAFMG). The VP of Finance supports the Executive Director and the Board of Director of PAFMG. The VP of Finance communicates and maintain relationships with the PAMF Finance team in matter of business and financial operations. Requirements include Bachelor's degree in Finance or Accounting, MBA preferred, and a CPA a plus; minimum ten years in a senior healthcare financial management position; extensive knowledge of generally accepted accounting principles (GAAP) and cost accounting principles; experience in supporting physician compensation models and solid understanding of the Medicare RBRV unit system; thorough knowledge of ambulatory financial management, with demonstrated experience in managing general accounting, budgeting, payroll and accounts payable; financial systems knowledge, Lawson a plus, and strong PC skills including Windows based applications; requires a team oriented individual who is proven leader, valued as a team player, and able to interpret and	08-10-2009

### **\$\$ EMPLOYEE REFERRAL BONUS \$\$**

*\$500.00 paid to current employees of any status of PAMF/PAD after the referred person has sucessfully completed the Introductory Period. (Employee are responsible for all associated taxes). Checks are mailed after the second pay-period of the month following the Introductory Period completion. (For example, Intro Period co in December, bonus paid in January).*

*Referring employee's name MUST be indicated on the application. Referral must be hired into a benefited posit on-call, per diem and short hour positions do not qualify. Candidates who are current employees of Camino M Group or any other Sutter affiliate, or are eligible for consideration under the Sutter inter-affiliate transfer policy*

*are considered internal transfer; thus, no referral bonus will be paid.  
Candidates placed at PAMF through an outside agency, school or training program and converting to PAMF payroll will not be considered employee referrals.  
Supervisors are not eligible to receive a bonus for employees hired under their supervision. PAMF Research positions and/or employees do not qualify for bonus.*

***PAMF requires pre-hire background and drug screenings.***

*The Palo Alto Medical Foundation is an Equal Opportunity Employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Foundation policy prohibits discrimination based upon race, color, creed, sex, sexual orientation, marital status, age, national origin, physical and mental disability, medical condition or ancestry, or any other consideration made unlawful by federal, state or local laws.*

**Req #**

PAMF-0907995

**Req #**

PAMF-0908331

**Req #**

PAMF-0908333

**Req #**

PAMF-0905485

**Req #**

PAMF-0905308

**Req #**

PAMF-0714769

**Req #**

PAMF-0906780

**Req #**

PAMF-0802452

**Req #**

PAMF-0908327

**Req #**

PAMF-0908326

**Req #**

PAMF-0906557

**Req #**

PAMF-0907748

**Req #**

PAMF-0906795

Req #
PAMF-0904205

Req #
PAMF-0905467

**Req #**

PAMF-0906603

**Req #**

PAMF-0812438

**Req #**

PAMF-0812967

**Req #**  
PAMF-0907999

**Req #**  
PAMF-0810679

**Req #**

PAMF-907656

**Req #**

PAMF-0906815

**Req #**

PAMF-0906318

**Req #**

PAMF-0907990

**Req #**  
PAMF-0908330

**Req #**  
PAMF-0907997

**Req #**

PAMF-0908328

**Req #**  
PAMF-0906313

**Req #**  
PAMF-0907989

**Req #**

PAMF-0907584

PAMF-0908002

**Req #**

PAMF-0907347

**Req #**

PAMF-0907121

**Req #**

PAMF-0907598

**Req #**

PAMF-0907972

**Req #**

PAMF-0809008

**Req #**

PAMF-0907608

**Req #**

PAMF-0905468

**Req #**

PAMF-0908329

Req #
PAMF-0907992
PAMF-0907585
PAMF-0907588

Req #
PAMF-0905305

Req #
-------

PAMF-0809964

**Req #**

PAMF-0809676

**Req #**

PAMF-0809690

**Req #**

PAMF-0906669

Req #

PAMF-0905689

Req #

PAMF-0906670

Req #
PAMF-0908000

Req #
PCR-0907678

Req #
PCR-0907220

Req #
-------

PCR-0907697

**Req #**

PCR-0906041

*mpleted*

*ion:  
medical  
,*

