

Job Title	HEALTH SERVICES ADMINISTRATOR- LEVEL C
Employer/ Agency	Contra Costa County
Job Description	<p>The Contra Costa County Health Services Department is recruiting for two (2) qualified individuals interested in the Health Services Administrator - Level C position to be assigned to the Public Health Division located in Martinez, CA.</p> <p>Under administrative direction, the incumbent will perform the highest level of administrative work of the most complex nature under the Whole Person Care State and Federal program. The goal of the Whole Person Care Program is to improve overall health outcomes by addressing care coordination between the various departments and the target population currently utilizing various services and community resources. Requiring a high level of discretion in organization and policy matters, the successful candidate will be responsible for program management and administration including supervision of program professionals and other administrative staff. Knowledge in accepted principles and practices of health or hospital administration including organization, administrative techniques, standards, policies and laws are important.</p> <p>Please visit this link http://cchealth.org/ to learn more about the Contra Costa Health Services Department.</p>
Qualifications	<p>Education: Possession of a baccalaureate degree from an accredited college or university with a major in Business Administration, Public Administration, Hospital Administration, Welfare Administration, Finance or a closely related field.</p> <p>Substitution for the required degree: Successful completion of at least 60 semester or 90 quarter units from an accredited college or university which included courses in English Composition, Social Science, Behavioral Science and mathematics transferable to the California State University System for credit, and two (2) years of full-time (or the equivalent of full-time) experience performing administrative duties in a health service agency or program.</p> <p>Substitution for the required academic major: Either one (1) year of full-time (or the equivalent of full-time) experience performing administrative duties in a health service agency or program, or possession of a Master's degree in Business Administration, Public Administration, Hospital Administration, Welfare Administration, Finance or a closely related field may be substituted for the academic major.</p> <p>Experience: At least 36 months full-time (or the equivalent of full-time)</p>

	<p>experience performing administrative duties in a health service agency or program is required.</p> <p>Substitution: Possession of a Master's degree in Business Administration, Public Administration, Hospital Administration, Welfare Administration, Finance or a closely related field may be substituted for one (1) year of the required experience.</p>
Salary/Hours	Monthly Salary Range: \$6,567 - \$8,407
Employer/Agency	Contra Costa County Health Services Department's Behavioral Health Division
Address	1820 Arnold Dr
City, State, Zip	Martinez, CA
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	apply on-line at www.cccounty.us/hr
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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