



Founded in 1998, the Pajaro Valley Community Health Trust is a nonprofit healthcare foundation in Watsonville, California. Our mission is to improve health and quality of life for all people of the greater Pajaro Valley. To us, “good health” means more than just a functioning body. We envision a community where every resident enjoys full quality of life – this means access to nutritious food, safe spaces, a sense of belonging, a clean environment, adequate shelter, and the opportunities necessary to achieve their full potential. Health Trust programs include direct diabetes and medical nutrition education, grantmaking and health collaboratives such as #LivePV which addresses social inequities.

To continue to provide excellent service to our participants, The Health Trust has an immediate need for a Participant Service Representative. This is a regular full-time position, reporting to the Diabetes Health Center (DHC) Program Manager. This position is critical to our ability to reach potential participants, serve them and keep them engaged in our programs.

The PSR greets, welcomes and directs program participants and visitors to our Watsonville clinic, schedules and reschedules appointments and provides general office assistance. The PSR also processes insurance billings, so must understand insurance, be comfortable with numbers and answering questions about insurance billing.

Our ideal candidate will have a high school diploma, Bilingual (Fluent in English/Spanish), GED or equivalent and at least two years’ experience in office administration. We prefer candidates who have vocational training and work experience in health, health care or insurance billing. This position requires strong computer skills including Microsoft Office, Electronic Medical Records and accounting software. Good written and spoken communication skills, excellent attention to detail and customer service skills are required. Employees who are successful at the Health Trust work well independently or within a team environment. We are a fun, family-friendly environment, and so a naturally friendly, punctual, professional self- starter who enjoys being part of a team that thrives on helping others to achieve good health and quality of life would fit in well with us.

Our average wage range for this position is \$19.00 - \$21.00 per hour.

We offer a comprehensive benefits program including medical, dental, vision, and life insurance. We have a 403(b) plan with company matching funds, and generous time off policies.

If you are a dedicated program professional looking for an opportunity to make an impact, this may be the role for you. If this role sounds appealing, we want to hear from you right away. Please send your resume to [jobs@pvhealthtrust.org](mailto:jobs@pvhealthtrust.org).