**Position Title:** System Level Manager, Occupational and Employee Health  
**Employer:** NorthBay Healthcare  
**Location:** Fairfield, CA  
**Position Description:**  
At NorthBay Healthcare the Manager of Occupational and Employee Health Services is a system level leader responsible for the areas of operational and financial leadership within this specialty. The Manager is accountable for practice operations, staffing and development, continuity of services, compliance with professional standards and cultivating interdisciplinary care delivery.

As a leader at NorthBay Healthcare they are responsible for identifying, connecting with and contracting new clients to the Occupational Health service line, as well as cultivating positive, growth centered relationships with existing clients. The Practice Manager leads by example in the areas of regulatory adherence and professional standards, is committed to leadership resulting in operational efficiency, high quality care and exceptional patient experience delivered efficiently by competent, engaged employees.

**Qualifications for Success in this role:**

**Education:**

- Baccalaureate Degree in Nursing field required (BSN)
- Master’s Degree preferred.

**Licensure and Certifications:**

- Must hold a current, unrestricted Registered Nurse License with the State of California within 90 days of start date.
- Current AHA or equivalent BLS certification required
- COHN-S certification preferred.

**Experience, Knowledge, and Skills:**

- Minimum of 4+ years of progressive supervisory experience in Occupational Health or Employee Health setting.
- Has current knowledge of Occupational and Employee Health healthcare trends, LEAN and healthcare compliance initiatives.
- Strong knowledge of regulatory and compliance processes required (OSHA).
- Excellent oral and written communication skills required.
- Must demonstrate effective teaching, leadership and time management skills.
- Ideal candidate will be well organized, be able to set priorities, work independently and is an effective team member.
- Word Processing skills required (Microsoft Word, Excel, PowerPoint and Outlook).
- Knowledge of Systoc electronic medical record preferred.

**Contact Name:** Desiree Chandler  
**Contact Email:** Desiree.chandler@northbay.org  
**Contact Phone:** 707-624-7930