

San Joaquin County IHSS Public Authority Job Posting

The San Joaquin County In-Home Supportive Services Public Authority (IHSSPA) has a job opening for Registry Specialist. The Registry Specialist (RS) supports the primary service of assisting IHSS Recipients in need of a caregiver.

This position requires strong telephone and people skills to assist elderly, blind, and disabled County residents eligible for IHSS Services. Communicates with Social Workers, IHSS Payroll, and recipients' family members. Maintaining and updating Provider information, use of MS Word and Outlook, as well as various specialized software systems. Workload can be heavy and multi-tasking, organizing, and follow-up are important skills. See detailed job description for qualifications and details. The starting salary is \$1507.85 biweekly, and includes health and CalPERS retirement benefits.

If you are interested complete the application available on our website and email it to:

openjobs@sjgov.org

For the application, job description and more information about the IHSSPA and our work, review our website www.sanjoaquincares.com

This posting closes 01/27/2023 at 5:00 PM

Important Note: The IHSSPA is a local government agency. This is not a San Joaquin County government position, employment with the IHSSPA is at will.