

JOB ANNOUNCEMENTS



The Premier Asian Community Health Center in Massachusetts

South Cove Community Health Center has been serving the Asian-American Community in the greater Boston Area since 1972. We have a strong commitment to making health/preventive care linguistically and culturally accessible to patients and clients. We are currently looking for qualified individual(s) to fill the following position.

PEDIATRICIAN (FT) MALDEN

Provide clinical sessions in the Pediatric Department. Develop and administer quality health care for pediatric department. Pediatric M.D. with a Massachusetts medical license. Board certified. Five or more years of experience. Bilingual in English and Chinese (Cantonese/Mandarin).

REGISTERED NURSE (FT) BOSTON/QUINCY/MALDEN

Assist physicians and nurse practitioners in providing services to the patient as a part of a team at Boston/Quincy/Malden sites in Adult Medicine. Coordinate clinical nursing activities. Perform nursing procedures which includes PPDs, immunizations, follow-up on lab results, follow-up with OB/GYN patient's visits according to specific guidelines, medical records documentation. Provide outreach and counseling to OB/GYN patients. Registered nurse, licensed by Massachusetts. Graduate of an accredited nursing program. One to two years of nursing in an outpatient environment. Bilingual in Asian language (Cantonese/Mandarin and English, Vietnamese a plus).

DENTAL ASSISTANT (FT) SOUTH ST.

Assist dental staff to render comprehensive and complete dental care to patients. Work with dental staff as a team. Completion of dental assistant program. MA Dental Assistant license. One-year dental office on the job training. Completion of Radiology Certification Course. Bilingual in Cantonese/Mandarin and English preferred.

MEMBER SERVICE STAFF (FT-2) SOUTH ST.

Greets, welcomes and directs all patients/clients appropriately. Functions as the primary reception area. Schedule, check-in and register patients. Duties include to register new patients, gather current patient's demographic, insurance information, updates data into system, verifies eligibility of health coverage, consults Social Service Assistant for any service coverage issues; screens incoming calls, takes messages and delivers accordingly. Bilingual in spoken and written English, Chinese (Cantonese/Mandarin) and/or Vietnamese. High School Diploma or equivalent. Two years working experience, preferably in health care or customer service environment.

SOCIAL SERVICES ASSISTANT (FT) QUINCY & MALDEN

Assists and advocates for patients and their families with billing, insurance and social service programs. Provides concrete services to patients/families with applications for government benefits such as Medicaid and health insurance. Maintains knowledge of all insurance plans accepted by South Cove. Bachelor's Degree or equivalent work experience in an outpatient medical setting. Strong verbal and written skills in English, Cantonese and Mandarin, Vietnamese a plus.

Interested candidates should send/fax or E-mail their resume to:
Attn: Human Resource; 145 South Street, Boston, MA 02111,
Fax #: (617) 521-6795, E-mail: lchu@scchc.org

South Cove Community Health Center is an Equal Opportunity Employer.

(02/18/19)