

## **JOB ANNOUNCEMENTS**

### ***The Premier Asian Community Health Center in Massachusetts*** **SOUTH COVE COMMUNITY HEALTH CENTER**

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.

#### **ACCOUNTING CLERK – (FT)**

Prepares and process accounts payable. Deposits checks. Prepares monthly accounts payable/general ledger reports. Reviews non-payroll disbursements for proper documentation, authorization. A minimum of BA/BS education in accounting. Two years related work experience. Knowledge of automated general ledger system and Microsoft Excel.

#### **FRONT DESK STAFF (FT)**

Greets, welcomes and directs all patients/clients appropriately at Quincy site. Functions as the primary reception area. Schedule, check-in and register patients. Register new patients, gather current patient's demographic, insurance information, updates data into system, verifies eligibility of health coverage. 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.

#### **PEDIATRICIAN (FT)**

Looking for a Pediatrician to work in a busy Pediatrics Department. Provide medical care for ill or well pediatric patients. Develop and administer quality health care for the Pediatric Department open 7 days per week. Massachusetts medical license and. Board-certified. . Bilingual in English and Chinese (Cantonese/Mandarin). Salary commensurate with experience. Complete benefits package.

#### **MEDICAL INTERPRETER (2-FT)**

Provide interpretation and translation services for Cantonese/Mandarin speaking patients and providers at Beth Israel Deaconess Medical Center. Bachelor's Degree preferred and experience or both. Fluent in Cantonese/Mandarin and/or Vietnamese and English to ensure accurate interpretation and translation according to the MMIA Standard of Practice. Medical Interpreter Certification required. Knowledge of cultural aspects of patients care and work effectively in a fast-pace environment. Test will be given at BIDMC for the position.



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](mailto:lchu@scchc.org)

(10/10/2017)

South Cove Community Health Center is an Equal Opportunity Employer.