

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.

CALL CENTER AGENT (FT)

Perform call backs and tracking for designated diagnostics. Duties and responsibilities includes scheduling, eligibility and registering patients. Supports daily activities of South Cove' Medical Home. Bilingual in spoken and written English, Chinese (Cantonese/Mandarin), and/or Vietnamese a plus. High School diploma or equivalent. Two years working experience in health care setting required. Knowledge of typing and data input preferred.

REGISTERED NURSE (2-FT)

Assist physicians and nurse practitioners in providing services to the patient as a part of a team at Washington St/Quincy sites. Directed by the physician, give immunizations, PPD and other injections; administer EKG; provide follow-up on lab results. 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)

Assist dental staff to render comprehensive and complete dental care to patients. Includes operatory and chairside duties; patient record keeping and paperwork; laboratory, supplies and miscellaneous responsibilities. Works with dental staff as a team. Completion of dental assistant program, radiology certification course with MA Dental Assistant License. Bilingual Chinese (Cantonese/Mandarin) and English.

MEDICAL ASSISTANT (FT-OB/GYN) - SOUTH/QUINCY SITES

Provide medical support for medical providers as well as general support for other clinical activities such as maintaining equipment and supplies. Provide direct patient care, using medical assisting procedures as appropriate for a Medical Assistant in an outpatient clinic. Provides patient intake, assist in patient flow, prepare patients for routine tests, telephone follow-up, fill out forms and logs. Act as a Labor Coach as needed. Completes referrals to outside agencies when indicated. Bilingual in English and Chinese (Cantonese/Mandarin). Preferred successful completion of a Medical Assistant Program. Must have computer skills, be highly motivated and organized.

MEDICAL INTERPRETER (3-FT)

Provide interpretation and translation services for Cantonese/Mandarin speaking patients at Beth Israel Deaconess Medical Center. Bachelor's Degree preferred and experience. 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-paced environment. Test will be given.

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: ichu@scchc.org
South Cove Community Health Center is an Equal Opportunity Employer.

(05/31/18)