

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.

REGISTERED NURSE (FT-OB/GYN)

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. 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).

ACCOUNTS RECEIVABLE BILLING REPRESENTATIVE (FT)

SOUTH ST.

Process/follow-up claims, applies payments/adjustments to patient accounts. Reviews EOBs, follow-up on denials, updates patient accounts as necessary. High School Diploma. Attention to detail, accuracy and neatness. Fluent in English. At least one year of billing experience with knowledge of CPT and ICD-10 codes.

MEDICAL ASSISTANT (2-FT)

QUINCY & MALDEN

Provide medical support for providers and general support for other clinical activities such as vaccine administration and IM Injections, maintaining equipment and supplies in the Pediatric Department for the Quincy and Malden sites. Must be fluent in Cantonese and Mandarin, Vietnamese a plus and English (multilingual a plus). Assist non-Asian speaking providers at our different sites as needed. Rotate at our different sites as needed. High School Diploma and successful completion of Medical Assistant Program. Must have strong interpersonal skills and ability to work as a team with the providers.

MEDICAL INTERPRETER (3-FT)

BIDMC

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-pace 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: lchu@scchc.org

South Cove Community Health Center is an Equal Opportunity Employer. (10/18/18)