

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.

UNIT SECRETARY (FT)

Schedules, greets and check-in patients in the Adult Medicine Department at the Quincy site. Assist patients with inquiries, efficiently directs calls to appropriate individuals. Schedules all new and follow-up appointments. Confirm scheduled appointments at least 24 hours in advance. Bilingual in spoken and written English, Chinese (Cantonese/Mandarin) and/or Vietnamese. High School Diplomas or equivalent. Two years' experience in health care setting.

MEMBER SERVICES STAFF (FT)

Schedule, check-in and register patients at Quincy site. Register new patients; verify/update patient's demographic and insurance; in system. Performs patient scheduling. Takes messages, screens calls and makes transfers appropriately. Bilingual in spoken and written English, Chinese (Cantonese/Mandarin) and/or Vietnamese. High School Diplomas or equivalent. Two years' experience in health care setting.

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 (3-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
(12/12/2017)

South Cove Community Health Center is an Equal Opportunity Employer.