Job Announcements

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 individuals to fill the following positions.

Updated on 10/31/2022

**RN (FT) OR LPN (LPN) (FT) – MULTIPLE OPENINGS**

Openings in Boston, Quincy and Malden. Assist physicians and nurse practitioners in providing services to the patient as a part of a team in adult medicine, pediatrics, and ob/gyn. Coordinate clinical nursing activities. Perform nursing procedures that includes PPD’s, immunizations, follow-up on lab results, follow-up with patient’s visits according to specific guidelines, medical records documentation. Registered nurse, licensed by Massachusetts. Graduate of an accredited nursing program. One+ years of nursing in an outpatient environment. Fluent in English and Cantonese/Mandarin. Vietnamese a plus.

**DENTAL HYGIENIST (FT) – BOSTON/QUINCY**

Assist medical department to obtain referral authorization from insurance company/managed care plans and to schedule specialty appointments with hospital. Provides interpretive service to clients/patients and their families. Works as an advocate for patients and their families in insurance acquisition. Assist Patient Registrars as needed. Answer telephone calls professionally and promptly. Efficiently direct calls to appropriate individuals. Take messages when necessary. Maintains updated knowledge of all insurance plans accepted by SCCHC. Assist patients in obtaining appropriate approved referrals from managed care plans. Assists the Department Manager on managed care issues. Fluent in English and Cantonese/Mandarin.

**DEPARTMENT MANAGER (FT) – BOSTON**

Seeking candidate with nursing and administrative experience to oversee busy clinical staff – nurses, nurse assistants and medical assistants, and ensure all sites are in compliance with the Department of Public Health specifications. Candidate must have experience with writing and updating clinical policies as necessary and have the ability to train staff to understand these policies in relation to their jobs. Provides leadership in helping the clinical practices meet and exceed the standards of the Primary Care Effectiveness Review (PCER) and the Joint Commission of Accreditation Review. Works closely with the Medical Director, senior administration and the Board of Directors to maintain and monitor the Quality Improvement Program at the health center. Salary commensurate with experience.

**LAB ASSISTANT (FT) – MULTIPLE OPENINGS**

Openings in Boston, Quincy and Malden. Perform phlebotomy waived testing and read lab report when lab supervisor is not available. Draws and collects all blood specimens from patients. Verifies records and specimens for shipment and/or messenger pick-up service and completes appropriate lab forms. Assists in conducting inventory. Fluent in English and Cantonese/Mandarin. Professional telephone and face-to-face communication skills. Certification by a recognized phlebotomy program.

**MEMBER SERVICE (FT) – MALDEN/BOSTON**

Greets, welcomes and directs all patients/clients appropriately. Functions as the primary reception area. Schedules, checks-in patients and registers new patients, gathering patients’ demographics, insurance information, updates data in system, verifies eligibility of health coverage, consults/screens in-coming calls, takes messages and delivers accordingly. Strong organizational, personal skills, professional telephone and face-to-face communication skills. Fluent in English, Cantonese/Mandarin, Vietnamese a plus. High school diploma or equivalent. Two years working experience, preferably in health care or customer service environment.

**ACCOUNT RECEIVABLE REPRESENTATIVE (FT)**

Verifies the completion and validity of electronic billing forms for computer input. Totals and batches electronic forms as required. Accurately and efficiently review billing statements to first and third party payers. Politey collects fees from patients. Maintains files relating to billing information in an organized systemic fashion. High School Diploma. Attention to detail, accuracy and neatness. At least one year of billing experience with knowledge of CPT and ICD-9 codes. Fluent in English and Cantonese/Mandarin.

**BONE DENSITY TECHNOLOGIST (PD)-BOSTON**

Position candidates and adjust equipment for obtaining the highest quality images. Instruct patients regarding procedures. Follow prescribed safety standards in operating equipment. Measuring patients’ bone mass to determine bone health, especially for the purpose of diagnosing osteoporosis and other bone disease. Select length and intensity for radiation exposure by adjusting equipment on individual patient basis. Process, images, store images, transmit images to appropriate personnel, retrieve images. Maintain accurate records as directed.

We are an equal opportunity employer.

Interested candidates should send, fax, or email their resume to (please specify the position(s) you are interested in applying for):

Attn: Human Resources

145 South Street, Boston, MA 02111

Fax: 617-521-6795

E-mail: le.jiang@scchc.org