



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 04/02/2024

CERTIFIED MEDICAL ASSISTANT (FT)-BOSTON/MALDEN

Provide direct patient care, using medical assisting procedures as appropriate for a Medical Assistant in an outpatient clinic.

Effectively maintains medical supply stock, equipment, cleanliness of work area. Responsible for autoclave and instrument sterilization. Obtains chief complaint from patient as part of Ob intake. Provides phone support for general patient inquiries. Prepare patients for routine tests, blood and urine tests, and biopsies.

MEMBER SERVICE (FT) – BOSTON

Answer telephone calls professionally and promptly. Assist patients with inquiries or scheduling, efficiently direct calls to appropriate individuals. Take messages for clinical staff when necessary.

Work closely with triage nurse to identify priority of walk-in patients.

Refer walk-in patients to Member Service Coordinator when appropriate. Coordinates with Medical Records and Iron Mountain to assure smooth operations.

SOCIAL SERVICES ASSISTANT (FT) – BOSTON/MALDEN

Provides concrete services to patients/families, such as application for government benefits and third party. Provides interpretive services to clients/patients and their families. Work as an advocate for patients and their families in bill adjustments, insurance acquisition, and related social services needs if time allow. Assist Patient Registrars as needed.

Answer telephone calls professionally and promptly. Efficiently direct calls to appropriate individuals. Maintains updated knowledge of all insurance plans accepted by SCCHC. Assists the Department Manager on managed care issues.

BIRTHING COACH (FT)-BOSTON

Serve as labor coach/doula/interpreter for patients at BIDMC when requested, being available according to the on-call schedule. Provide patient support and education not only during labor and delivery, but also during the prenatal and postpartum course. Collaborate with South Cove and BIDMC OBGYN team members, including but not limited to clinicians, nurses, anesthesia, breastfeeding, NICU, and social work team members.

BIDMC INTERPRETER (FT)-BOSTON

Provide interpretation between healthcare provider and patient. Translate consent forms and other written materials. Ensure timely turnaround of patient-provider communications perform on call as scheduled.

DENTAL HYGIENIST (FT) – BOSTON/QUINCY

Cleans calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments under the general supervision of a dentist. Provides dental x-ray services for diagnosis. May provide clinical services and health education to improve and maintain oral health. Familiar with standard concepts, practices and procedures within particular field. Dental Hygienist, MA licensed. Fluent in English and Cantonese/Mandarin.

DENTAL ASSISTANT (FT) – BOSTON/QUINCY

Assist dental staff to render comprehensive and complete dental care to patients. Work with dental staff as a team.

Completion of dental assistant program. MA Dental Assistant license. One-year dental office on the job training.

Completion of Radiology Certification Course. Fluent in English and Cantonese/Mandarin.

QR Code for Company page and jobs:



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