



## 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 12/17/2024

### UNIT SECRETARY (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.

### MEMBER SERVICES (FT) – BOSTON

Greets, welcomes and directs all patients/clients appropriately. Performs check-in functions for patients. Performs patient scheduling functions. Provides. Register New Patients gathers most current patient's demographic and insurance data from existing patients when needed. Schedules patients' walk in appointment according to each clinic scheduling guidelines.

### RN-ADULT (FT) - QUINCY

Collaborate effectively with team members to deliver high-quality healthcare to our patients. Administer vaccines, PPDs, and other injections under the direction of physicians or nurse practitioners. Provide patient counseling and health education. Administer nebulizers and educate patients on asthma treatments. Assist providers with medical procedures, follow-up on lab results, and conduct phone follow-ups. Perform EKGs as requested by healthcare providers. Perform medical triage via phone or in the clinic setting. Assist nursing assistants with intake, school and WIC forms, and scheduling subspecialty appointments. Manage inventory, order supplies, medications, and vaccines.

### DENTIST (FT)-BOSTON/QUINCY

Practice general dentistry in the community health center dental department. Provide and completes documentation of oral examinations and diagnoses. Provide dental digital X-ray services for diagnosis. Provide preventive and restorative dental care. Provide minor oral surgery services. Develop internal systems such as equipment, inventory, appointment referral, follow-up, etc as directed by the dental director. Reinforces in universal precaution and infection control. Participate in dental disease prevention projects through educational and outreach activities

### INTERNIST (FT)-BOSTON

Oversees and provides direct medical care to patients. Diagnosing and treating illnesses, medical conditions, and injuries. Ordering, performing, and interpreting diagnostic tests. Prescribing and administering treatments, therapies, medications, vaccinations, and other specialized medical care

### DENTAL OFFICE MANAGER (FT) – BOSTON

Coordinating and executing daily operations within the dental practice. Managing internal office procedures. Leading dental office staff to promote exceptional patient care. Creating and monitoring the staff schedule. Communicating with dental insurance companies. Obtaining insurance authorizations. Processing referrals.

### 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.

### SOCIAL SERVICES ASSISTANT (FT) – BOSTON

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.

### 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.

QR Code for Company page and jobs:



Interested candidates should send, fax, or email their resume to:

Human Resources

145 South Street

Boston, MA 02111

Fax: 617-521-6795

E-mail: [Careers@scchc.org](mailto:Careers@scchc.org)