



## 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 01/21/2025

### **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) – MALDEN**

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

### **REGISTERED NURSE- (FT) - BOSTON**

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 complete 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.

### **DENTAL OFFICE MANAGER (FT) –BOSTON/QUINCY**

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**

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.

### **IMAGING ASSISTANT (FT) – BOSTON**

Provides medical support for providers and general support for clinical activities in the Mammography and Bone Density departments. Translate as needed. Keep track of incoming and outgoing films. Pack films to be sent out. Sent out no-show letters and other correspondences. Interview patients and complete surveys.

QR Code for Company page and jobs:



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

Human Resources

145 South Street

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Fax: 617-521-6795

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