



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 04/15/2025

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.

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.

REFERRAL COORDINATOR (FT) – QUINCY

Assist medical department to obtain referral authorization from insurance company/managed care plans and to schedule specialty appointments with hospital. Provides interpretive services to clients/patients and their families. Work as an advocate for patients and their families in insurance acquisition. Assist Patient Registrars as needed.

DENTAL ASSISTANT- (FT) – BOSTON/QUINCY

Assist dentist or other dental staff in patient’s management including 4-handed dental procedure. Set-up, clean, stock-up and maintain instruments, equipment, chair and supplies in the operatories assigned. Obtain, update and up-keep of patients’ record including radiographs. Assist dentist in preparing patient’s cases e.g. pouring models, fabricating custom trays and etc.

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

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/QUINCY

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:
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