

JOB ANNOUNCEMENTS



The Premier Asian Community Health Center in Massachusetts

SOUTH COVE COMMUNITY HEALTH CENTER

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 individual(s) to fill the following position.

Administrative Coordinator/Patient Outreach Specialist (FT)

Under the supervision of the Medical Director, makes sure daily that patients show up for their referral appointments at outside referrals. Develops resources thru E-Clinical (EMR) to provide support to providers on patient statistics on referrals and labs. Send notification and follow-up to patients if referrals are no kept and schedules new referrals. Tracks and coordinates special projects. Must be able to communicate in English as well as Cantonese/Mandarin. Requires excellent writing skills, Good organizational ability, good interpersonal skills and knowledge of word processing and other computer applications. Bachelor's degree in related area. At least 3 years working experience. Salary commensurate with experience.

Medical Assistant –PT (20-30 Hrs/Wk) - Pediatrics

Weekends & Some Weekdays

Under the direction of the Clinical Nurse Manager and as a member of a medical team in the Pediatrics department, the Medical Assistant will provide medical support for patients and general support for clinical activities such as maintaining inventory and supplies. Provides patient assistance, patient flow, prepare patients for routine tests, and follow-up in pediatric clinic. One follow-up, fill out forms and logs. Bilingual in English and Chinese (Mandarin/Cantonese) - Vietnamese a plus. Successful completion of a Medical Assistant Program. Salary commensurate with experience.

Interested candidates should send/fax or e-mail their resume to: Attn: Human Resource
145 South Street, Boston, MA 02111,

Fax #: (617) 521-6795, E-mail: lchu@scchc.org

South Cove Community Health Center is an Equal Opportunity Employer.

(12/22/10)

Any staff that recommends a candidate for an open position at South Cove Community Health Center will receive a recruitment award of \$200.00 after the new hire has completed their three-month introductory period.