

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.

CUSTODIAN/HOUSEKEEPER (FT-QUINCY)

Keeps the health center in clean and neat appearance daily. Areas include the exam rooms, kitchen, restrooms, waiting rooms, general common spaces, floors clean, neat, delivery of supplies/packages from receiving area to the different departments. Previous cleaning experience, detail oriented, interpersonal skills, physical stamina plus ability to work with some heavy lifting. Bilingual Chinese (Cantonese/Mandarin) and English.

MEDICAL ASSISTANT (FT-OB/GYN) - SOUTH/QUINCY SITES

Provide medical support for medical providers as well as general support for other clinical activities such as maintaining equipment and supplies. Provide direct patient care, using medical assisting procedures as appropriate for a Medical Assistant in an outpatient clinic. Provides patient intake, assist in patient flow, prepare patients for routine tests, telephone follow-up, fill out forms and logs. Completes referrals to outside agencies when indicated. Bilingual in English and Chinese (Cantonese/Mandarin). Successful completion of a Medical Assistant Program. Must have computer skills, be highly motivated and organized.

MEMBER SERVICES STAFF (FT)

Schedule, check-in and register patients at Quincy site. Register new patients; verify/update patient's demographic and insurance; in system. Performs patient scheduling. Takes messages, screens calls and makes transfers appropriately. Bilingual in spoken and written English, Chinese (Cantonese/Mandarin) and/or Vietnamese. High School Diplomas or equivalent. Two years' experience in health care setting.

MEDICAL INTERPRETER (3-FT)

Provide interpretation and translation services for Cantonese/Mandarin speaking patients at Beth Israel Deaconess Medical Center. Bachelor's Degree preferred and experience. Fluent in Cantonese/Mandarin and/or Vietnamese and English to ensure accurate interpretation and translation according to the MMIA Standard of Practice. Medical Interpreter Certification required. Knowledge of cultural aspects of patients care and work effectively in a fast-paced environment. Test will be given.



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
(01/11/2018)

South Cove Community Health Center is an Equal Opportunity Employer.