

**HARBOR HEALTH SERVICES, INC
VACANCY ANNOUNCEMENT
BULLETIN
August 28, 2010 – September 03, 2010**



<i>ESP</i>	<i>Elder Service Plan 1135 Morton Street Mattapan MA 02126</i>	<i>HHSI</i>	<i>Harbor Health Services, Inc. 1135 Morton Street Mattapan, MA 02126</i>
<i>EJCDC</i>	<i>Ellen Jones Community Dental Center 351 Pleasant Lake Ave Harwich MA 02645</i>	<i>MUCCHC</i>	<i>Mid-Upper Cape Community Health Ctr. 30 Elm Ave Hyannis, MA 02601</i>
<i>GGCHC</i>	<i>Geiger-Gibson Community Health Center 250 Mount Vernon Street Dorchester MA 02125</i>	<i>NHC</i>	<i>Neponset Health Center 398 Neponset Ave Dorchester MA 02122</i>

To be considered a candidate for any of the available positions, you must submit your application and/or resume via fax, email or hard copy to Human Resources:

*Harbor Health Services, Inc.
1135 Morton Street
Mattapan, MA 02126
Fax (617) 533-2341
Email humanresources@hhsi.us*

For more information about Harbor Health Services, Inc, please visit our website: www.hhsi.us

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<i>Posting Date</i>	<i>Hours /Wk</i>	<i>Requisition Number</i>	<i>Location</i>	<i>Position Title & Description</i>
08 28 10	40	221-08-10	MUCCHC	<p><i>EXECUTIVE SECRETARY Administration Department</i> The Executive Secretary handles all secretarial/administrative duties for the Executive Director of the Mid Upper Cape Community Health Center as well as provides secretarial/administrative support to the Site Medical and Dental Directors. Duties performed for the Executive Director include drafting letters and memos for Executive signature; editing and proofing documents; taking , publishing and ensuring distribution of meeting minutes; processing and sorting mail; managing the Executive Director’s schedule; managing the meeting room schedule; greeting and assisting visitors both via the phone and in-person; coordinating and making all requisite arrangements related to conference attendance; making arrangements for and coordinating special Center-wide activities such as the monthly staff meeting, in-service clinical training etc; coordinating the data entry of and transmitting payroll as well as distributing pay checks.</p> <p><i>Qualifications:</i> High School Diploma/GED, Associates degree in Business or related field, 3 or more years experience in a professional business environment performing same or similar duties , excellent key boarding skills, Intermediate to Advanced skills in Microsoft Excel, Word, Access and Power Point preferred.</p>
08 28 10	13	220-08-10	MUCCHC Internal Posting Only	<p><i>STAFF NURSE Family Practice Dept</i> The Staff Nurse duties include but are not limited to telephone triage; patient access; case management, and nursing support of clinical sessions including assisting with immunizations and treatment.</p> <p><i>Qualifications:</i> Current MA License to practice as an RN or LPN, Basic Life Support Certification, 1 year experience in a clinical setting providing direct nursing care, experience in a community health setting preferred, bilingual English/Portuguese a plus.</p>

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08 28 10	40	219-08-10	MUCCHC	<p><i>MANAGED CARE REPRESENTATIVE Family Practice Dept</i> The Managed Care Representative assists in managing and implementing the referral process for HMO's, educates patients about the referral process, provides technical assistance and training to the Central Support staff, and monitors and evaluates the effectiveness of the referral process. <i>Qualifications:</i> High School Diploma/GED, computer literate, excellent verbal and written communications skills, excellent communication skills.</p>
08 28 10	5	214-08-10	MUCCHC Internal Posting Only	<p><i>PATIENT ACCESS REPRESENTATIVE Central Support</i> The Patient Access Representative greets and assists patients entering the Health Center by registering new patients; verifying scheduled appointments, insurance information and scheduling follow up appointments; entering pertinent patient data and account information; insuring data is current and accurate; collecting fees as appropriate and explaining insurance options including free care. <i>Qualifications:</i> High school diploma/GED, 1-3 years experience in a community health center and/or a professional or business environment, excellent communication, customer service and organizational skills, computer literate. Associates or Bachelors degree, medical terminology and bilingual English/Portuguese skills a plus.</p>
08 21 10	Per Diem	218-08-10	ESP	<p><i>HOME CARE NURSE Nursing Dept.</i> The Home Care Nurse is responsible for the medical case management of home based plan participants including routine clinical duties, nursing assessment & development of comprehensive plans of care, triaging of illness and medical therapy, health teaching and maintaining ongoing case management. <i>Qualifications:</i> MA RN License, 2-5 years community or home care nursing experience preferred, one year of Geriatric experience, excellent communication and organizational skills.</p>

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08 21 10	40	217-08-10	HHSI	<p><i>HUMAN RESOURCES GENERALIST Human Resources Dept.</i> The Human Resource Generalist will assist with: open enrollment; personnel file maintenance; Abra (HRIS) data entry; new hire orientations; termination processing; ensuring compliance with all federal and state regulations; providing technical assistance to employees on policies and procedures; ensuring thorough and timely processing of employment documentation; and supporting managers in responding to employee needs. Specific duties to include but are not limited to: assisting with AA/EEO and VETS filing; managing Worker’s Compensation; assisting in the recruitment and hiring process; evaluating applicants salary placement on scales; preparing offer letters and preparing orientation packets; managing and maintaining leave files for FMLA, MMLA, HHSI LOA and other leaves; preparing for and participating in regulatory audits; filing, faxing, copying and corporate administrative duties as needed.</p> <p><i>Qualifications:</i> High School Diploma, 3 Years in a professional business environment, excellent organizational, customer service skills and written and verbal communication skills, intermediate knowledge of Word, Excel and/or Access, intermediate Internet skills for both the Web and Email. <i>Preferred:</i> BA or BS degree in Human Resources, Business, Healthcare or related field and prior experience with human resources or credentialing process.</p>

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08 21 10	40	216-08-10	HHSI	<p><i>CREDENTIALING SPECIALIST Human Resources Dept.</i> The Credentialing Specialist will ensure that all Harbor Health providers who are independently licensed and who are in the medical, dental or behavioral health departments are fully privileged by the Harbor Health Board of Directors, the appropriate affiliate hospitals and are fully credentialed with the health insurance companies with which Harbor conducts business as well as managing and maintaining the certification/licensing process related to compliance for all affected Harbor positions. Duties include but are not limited to: managing and maintaining the data bases related to privileging, credentialing and compliance; managing and maintaining the privileging, credentialing and compliance profiles for the personnel files; gathering and assembling all requisite documents; ensuring that all documents are complete and thorough; transcribing requisite information from source documents onto insurance, background and or related forms; obtaining signatures; assembling, copying and mailing documents as per procedure; processing to completion privileging packages for the Chief Medical Officer’s review and credentialing with insurance companies; timely notifying staff regarding licensure expirations and other necessary processes such as NPI; liaison with and ensure harmonious relations with provider staff, insurance companies; medical directors and affiliates.</p> <p><i>Qualifications:</i> High School Diploma, 3 Years in a professional business environment performing same or similar duties, excellent organizational, customer service, written/verbal communication skills, Intermediate knowledge of Word, Excel and/or Access, Intermediate Internet skills for both the Web and Email applications <i>Preferred:</i> BA or BS degree in Business, Healthcare or related field, prior experience with credentialing process.</p>

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08 07 10	8	212-08-10	MUCCHC	<p><i>DENTAL ASSISTANT Dental Dept.</i> Assists Dentist by preparing operatory in accordance with patient procedures; at chair-side during examination and treatment of patients, ensures that equipment is maintained in operating order and meets standards for health and safety, implements proper and current infection control duties as per Agency procedures and protocol.</p> <p><i>Qualifications:</i> High School Diploma with course work in business, biology or chemistry. Dental Assisting course in vocational school or Associates Degree in Dental Assistant Program and Massachusetts or DANB certificate in radiology required, Bilingual English/Portuguese preferred.</p>
07 31 10	40	211-07-10	NHC	<p><i>DIRECTOR OF PHARMACY Neponset Health Center</i> The Pharmacy Director is responsible for the overall daily operation of the pharmacy department including but not limited to: operations, collaboration with the Director of Clinical Pharmacy Services; purchasing; preparation and distribution of drugs; clinical collaboration and interaction with medical staff; and appropriate/timely submission/reconciliation of drug claims.</p> <p><i>Qualifications:</i> Bachelor of Science or Doctorate of Pharmacy (Pharm D) degree from a college of pharmacy accredited by the American Council on Pharmaceutical Education (ACPE), current, valid and unrestricted license to practice Pharmacy in the Commonwealth of Massachusetts, 3-5 years pharmacy or related experience, preferably in outpatient clinic pharmacy services or retail pharmacy, proven organizational skill, computer literate to include basic to intermediate skills in Microsoft Word, Excel, Outlook, excellent verbal and written communications skills. <i>Preferred:</i> Bilingual in English/Vietnamese and one year of supervisory experience.</p>

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07 31 10	40 20	209-07-10 210-07-10	NHC	<p><i>PHARMACY TECHNICIAN Neponset Health Center</i> The Pharmacy Technician will work under the direction of the Pharmacist to promote and maintain good interpersonal and interdepartmental relationships and master various pharmacy responsibilities and assist in training other pharmacy technicians.</p> <p><i>Qualifications:</i> Certified Pharmacy Technician or Registered Technician, detailed knowledge of OTC drugs and laws governing OTC drugs, demonstrate competent working knowledge of participating workers compensation plans, knowledge of the Pharmacy Technician Procedures, must be able to work in fast-paced environment, excellent problem solving, verbal and written communications skills and organizational skills, 1-3 years pharmacy or related experience, preferably in outpatient clinic pharmacy services or retail pharmacy, Bilingual English/Vietnamese preferred, computer literate including intermediate skills in Excel, Word and Outlook.</p>
07 31 10	28	208-07-10	NHC	<p><i>PHARMACIST Neponset Health Center</i> The Pharmacist is responsible for the overall daily operational and clinical services of the pharmacy department including but not limited to purchasing, preparation and distribution of drugs; clinical oversight and interaction with medical staff; and appropriate /timely submission and reconciliation of drug claims.</p> <p><i>Qualifications:</i> Bachelor of Science or Doctorate of Pharmacy (Pharm D) degree from a college of pharmacy accredited by the American Council on Pharmaceutical Education (ACPE), current, valid and unrestricted license to practice Pharmacy in MA, 1-3 years pharmacy experience, preferably in outpatient clinic pharmacy services or retail pharmacy, bilingual English/Vietnamese is preferred, excellent communication skills and computer literate including intermediate skills in Excel, Word and Outlook.</p>

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07 31 10	2	207-07-10	GGCHC	<p><i>DENTAL ASSISTANT Dental Dept.</i> The Dental Assistant assists the Dentist by preparing operatory in accordance with patient procedures; at chair-side during examination and treatment of patients, ensures that equipment is maintained in operating order and meets standards for health and safety, implements proper and current infection control duties as per Agency procedures and protocol. <i>Qualifications:</i> High School Diploma with course work in business, biology or chemistry. Dental Assisting course in vocational school or Associates Degree in Dental Assistant Program and Massachusetts or DANB certificate in radiology required, Bilingual English/Spanish preferred.</p>
07 31 10	3.75	206-07-10	GGCHC	<p><i>DENTIST Dental Dept</i> The Dentist provides dental care for outpatients by diagnosing and treating diseases, injuries and malformations of the teeth and gums. <i>Qualifications:</i> Current MA full Dental License, D.M.D. or D.D.S. from approved dental school, 3 years experience as a dentist.</p>
07 24 10	18.5	204-07-10 Internal Posting Only	NHC	<p><i>MEDICAL RECORDS CLERK Medical Records</i> Maintain copy and file and pull medical records as requested or in accordance with department policy. <i>Qualifications:</i> High School Diploma/GED, experience in Medical Records a plus.</p>
07 03 10 07 24 10	40 22	196-07-10 202-07-10	NHC	<p><i>STAFF NURSE Internal Medicine Dept</i> The Staff Nurse duties include but are not limited to telephone triage; patient access; case management, and nursing support of clinical sessions including assisting with immunizations and treatment. <i>Qualifications:</i> Current MA License to practice as an RN or LPN, Basic Life Support Certification, 1 year experience in a clinical setting providing direct nursing care, experience in a community health setting preferred, bilingual English/Vietnamese/Spanish a plus.</p>

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07 24 10	40	203-07-10	GGCHC	<p><i>SENIOR PATIENT ACCESS REPRESENTATIVE Central Support</i> Responsible for the management of (front desk) operations. Duties include but not limited to: interviewing, hiring and evaluating patient access representatives (PAR) and Financial Counselors (FC); scheduling and ensuring adequate coverage; responsible for orienting and training staff; as required performs the essential functions of the PAR and FC; ensures all billable encounters are completed, accurate and submitted to billing in accordance with established protocol; ensures the phone system is operating and functional; and as appropriate assist operations director with committee meetings and other related activities.</p> <p><i>Qualifications:</i> High School Diploma/GED, Bachelors degree preferred, 3 yrs operations experience in health or human services, of which 1 yr must be in a supervisory role; excellent verbal and written communication, customer service and organizational skills; computer literate; intermediate skills in Microsoft Office applications including Excel, Outlook and Word.</p>
07 03 10	7.5	194-07-10	MUCCHC	<p><i>FAMILY NURSE PRACTITIONER Family Practice Dept.</i> The Nurse Practitioner provides comprehensive outpatient care and shares responsibilities and collaborates with physician in the care of patients. Duties include outpatient visits; communication with patients' in-person, by mail, e-mail or phone; referral for specialty care, and provision of or referral for patient education for self-management.</p> <p><i>Qualifications:</i> Current Massachusetts License for a RN in the expanded role, Certification eligible as a Family Nurse Practitioner.</p>

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07 03 10	14	193-07-10	MUCCHC	<p><i>DENTAL HYGIENIST Dental Dept.</i> The Dental Hygienist provides patients with preventive, educational, and therapeutic services supporting total health for the control of oral diseases and promotion of oral health. Duties include but are not limited to: assisting dentist, review of medical history and medications; aiding in the detection of oral diseases or conditions; performing certain clinical procedures; providing patient education; reviewing treatment plans; and aiding in clinical research. <i>Qualifications:</i> Certification from accredited dental hygiene school, Associates or Bachelors, current MA Hygienist license, one year experience in a professional clinical setting.</p>
07 03 10	20.5	192-07-10	MUCCHC	<p><i>DENTIST Dental Dept</i> The Dentist provides dental care for outpatients by diagnosing and treating diseases, injuries and malformations of the teeth and gums. <i>Qualifications:</i> Current MA full Dental License, D.M.D. or D.D.S. from approved dental school, 3 years experience as a dentist.</p>
07 03 10	21.4	190-07-10	MUCCHC	<p><i>MEDICAL ASISSTANT Family Practice</i> The Medical Assistant assists the providers by preparing patients to be seen by collecting and recording necessary data for health, weight, medication and allergies, perform simple lab tests such as urine dipstick, take and record temperature, pulse, respiration and blood pressure, perform vision testing, assist providers with simple procedures and other related duties and schedules additional laboratory tests and makes outside referral appointments as directed. <i>Qualifications:</i> High School Diploma/GED, Medical Assistant certification from an accredited program, or successful completion of 1 year of an accredited Nursing Degree Program.</p>

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06 26 10	40	187-06-10	NHC	<p><i>PHYSICIAN Internal Medicine Dept.</i> The Physician serves as a primary care provider for a panel of patients. The Physician is responsible for organizing and managing the primary care of patients, including outpatient visits, communication with patients by mail/email/phone and referral for specialty care. The Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice.</p>
06 26 10	20 20	183-06-10 184-06-10	NHC	<p><i>EMR ABTRACTOR Administration Dept.</i> The EMR Abtractor and Data Specialist has primary responsibility for reviewing electronic medical records (EMR) and collecting and recording data needed for quality monitoring and improvement activities as well as assisting in management of the EMR quality control. Duties include but are not limited to: care and maintenance of medical records including merging duplicate patient records, the printing of medical records and related reports; when delegated, answer requests for information from external agencies/institutions for copies of medical information when accompanied by the appropriate written release; scanning all materials into the EMR; identifying problems with the mapping of patient information into the EMR and mapping all labs from outside agencies into the appropriate patient electronic chart. <i>Qualifications:</i> High School Diploma or GED, 2 years or more working in a healthcare environment (or 1 year or more as a student in the medical field (e.g. nursing, medicine or pharmacy), excellent knowledge of medical terminology, excellent written and verbal communication skills, computer literacy, Medical Assistant, Medical Student preferred.</p>

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06 26 10	29	182-06-10	NHC	<p><i>PATIENT ACCESS REPRESENTATIVE Central Support</i> The Patient Access Representative greets and assists patients entering the Health Center by registering new patients; verifying scheduled appointments, insurance information and scheduling follow up appointments; entering pertinent patient data and account information; insuring data is current and accurate; collecting fees as appropriate and explaining insurance options including free care. <i>Qualifications:</i> High school diploma/GED, 1-3 years experience in a community health center and/or a professional or business environment, excellent communication, customer service and organizational skills, computer literate. Associates or Bachelors degree, medical terminology and bilingual skills a plus.</p>
06 26 10	14.4	181-06-10	NHC	<p><i>STAFF NURSE Family Practice Dept.</i> Staff Nurse duties include but are not limited to telephone triage; patient access; case management, and nursing support of clinical sessions including assisting with immunizations and treatment. <i>Qualifications:</i> Current MA License to practice as an RN or LPN, Basic Life Support Certification, 1 year experience in a clinical setting providing direct nursing care, experience in a community health setting preferred, bilingual English/Vietnamese/Spanish a plus.</p>
06 11 10	Per Diem	178-06-10	NHC	<p><i>PEER LEADER Office of Community Programs</i> The DSAC Peer Leader is responsible to conduct community outreach in order to raise awareness regarding the coalition and promote its vision and mission in the community. The Peer Leader also participates in the various activities implemented by DSAC to affect environmental changes and contribute to the decrease of substance use and abuse among youth in the community. . <i>Qualifications:</i> High School Diploma or currently enrolled in school, must be between the ages of 18-25.</p>

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06 11 10	Per Diem	177-06-10	NHC	<p><i>SENIOR PEER LEADER Office of Community Programs</i> The Senior Peer Leader plays a leadership role in conducting community outreach targeted to local youth in order to raise awareness regarding the Dorchester Substance Abuse Coalition and promote its vision and mission in the community. The Senior Peer Leader represents the interest and point of view of the youth in the decision making and planning process of the activities promoted by the coalition by taking part in the DSAC Youth Committee and the Health Education Committee. <i>Qualifications:</i> Bachelors degree in any field or currently enrolled in college or vocational programs in pursuit of a career, proven skills or knowledge of community health, organizing youth work and related community based activities, must be between the ages of 18-25. <i>Preferred:</i> Ties to or /knowledge of the Greater Boston area youth community, Bilingual a plus.</p>
06 11 10	8	176-06-10	NHC	<p><i>PSYCHIATRIST Behavioral Health Dept.</i> Coordinates psychiatric services for adults and children with the Behavioral Health Director including clinical, consultative and supervisory responsibilities. <i>Qualifications:</i> Current MA license, BE/BC in Psychiatry, experience with adults and children.</p>
06 11 10	Per Diem	175-06-10	NHC	<p><i>NURSE PRACTITIONER Pediatric Dept.</i> (Seeking to fill Friday evening and every other Saturday hours) Provide comprehensive outpatient care, sharing responsibility and collaborating with Physician in the care of patients. Duties include outpatient visits; communication with patients' in-person, by mail, e-mail or phone and; referral for specialty care. <i>Qualifications:</i> Current MA NP License, 3-5 years Pedi experience preferred.</p>

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06 11 10	35	172-06-10 173-06-10	NHC	<p><i>CASE MANAGER Social Services and Office of Community Programs (2 Vacancies)</i></p> <p>The Case Manager works as part of the Client Services Unit and provides ongoing case management, treatment adherence support and supportive referrals for patients receiving care at the health centers affiliated with Harbor Health Services, Inc. The Case Manager works closely with the primary care providers and other health center staff to coordinate medical and social services. The Case Manager is responsible for developing, implementing and evaluating case management needs and care plans to address psycho-social issues and the case management needs of patients and is assigned to a specific clinical department at the health centers. Duties include public benefit screening, appointment coordination, referral management, crisis intervention, supportive referrals to housing, food stamps and other services, as well as health education and advocacy around issues of substance abuse, domestic violence, abuse and neglect, parenting, child development, developmental and physical disabilities, HIV/AIDS and chronic disease management. The Case Manager develops and implements care plans in collaboration with multidisciplinary teams.</p> <p><i>Qualifications:</i> Bachelor's degree in Social Work, Human Services or Related Field, one year of Case Management experience, ability to work independently and as part of a team, ability to prioritize, organize and schedule busy work days, good verbal and written communication skills.</p>

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06 05 10	40	169-06-10	GGCHC	<p><i>DENTAL SECRETARY Dental Dept.</i> The Dental Secretary provides secretarial support to the Dental Dept. Duties include greeting and assisting patients entering the health center by registering new patients, verifying appointments and insurance and scheduling follow up appointments, data entering pertinent patient and account information with accuracy, collecting fees as appropriate, explaining insurance options, and ensuring medical record is maintained accurately.</p> <p><i>Qualifications:</i> High School Diploma/GED, one or more years experience in a community health setting or professional business environment, excellent communication, customer service and organizational skills. <i>Preferred:</i> Bilingual English/Spanish, Vietnamese or Portuguese, Basic Microsoft Office skills, knowledge of Medical/Dental terminology, previous dental office experience.</p>

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05 01 10	40	159-04-10	GGCHC NHC	<p><i>DIRECTOR OF NURSING FOR COMMUNITY HEALTH CENTERS Administration Dept.</i></p> <p>The Director of Nursing for Community Health Centers is responsible for the development of nursing policies, quality improvement efforts, and the coordination of staffing and professional development for the nursing and support staff of the community health centers (CHCs) of Harbor Health's medical departments. Duties include but are not limited to assisting the clinical nurse managers of the CHCs who are responsible for the day-to-day functions of the nursing and clinical support staff by facilitating problem solving; staffing; designing and implementing professional development plans/programs; project management of strategic goals and objectives and assisting in the development of the medical home model infrastructure. The Director will be directly responsible for the management and supervision of the Clinical Nurse Manager and nursing staff of the GGCHC; the development and implementation of nursing policies and procedures; and the Infection Control Plan.</p> <p><i>Qualifications:</i> Current MA RN license, five years experience in clinical nursing, 2 - 3 years of supervisory or administrative experience, CPR and Infection Control Certificate required, excellent organizational and interpersonal skills, Intermediate computer skills.</p>

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04 17 10	32	156-04-10	HSHI	<p><i>COMMUNITY HEALTH STAFF NURSE Office of Community Programs</i> The Community Health Nurse provides Nursing, Early Intervention and Medical Case Management Services to HIV + patients in community-based settings and community health centers funded by the Ryan White Act. Duties include but are not limited to: triage; community- based and mobile health care services, projects that facilitate access to health care by HIV+ consumers; HIV treatment coordination and nursing support for infectious disease sessions. <i>Qualifications:</i> Current MA RN license, experience working with HIV patients and in a community based setting, excellent communication and customer service skills, and Microsoft Office skills. <i>Preferred:</i> experience in community based and/or mobile health care projects.</p>
04 03 10	Per Diem	146-04-10	GGCHC	<p><i>DENTAL HYGIENIST Dental Dept.</i> The Dental Hygienist provides patients with preventive, educational, and therapeutic services supporting total health for the control of oral diseases and promotion of oral health. Duties include but are not limited to: assisting dentist, review of medical history and medications; aiding in the detection of oral diseases or conditions; performing certain clinical procedures; providing patient education; reviewing treatment plans; and aiding in clinical research. <i>Qualifications:</i> Certification from accredited dental hygiene school, Associates or Bachelors, current MA Hygienist license, one year experience in a professional clinical setting.</p>

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<i>Posting Date</i>	<i>Hours /Wk</i>	<i>Requisition Number</i>	<i>Location</i>	<i>Position Title & Description</i>
03 27 10	10	142-03-10	GGCHC	<p><i>PHYSICIAN Family Practice</i> The Physician duties include outpatient visits, communication with patients by mail/email/phone and referral for specialty care. The Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice.</p>
01 16 10	Per Diem	123-01-10	GGHCC	<p><i>PHYSICIAN Family Practice</i> The Physician duties include outpatient visits, communication with patients by mail/email/phone and referral for specialty care. The Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice or Internal Medicine.</p>
01 16 10	Per Diem	122-01-10	GGCHC	<p><i>NURSE PRACTITIONER Family Practice</i> The Nurse Practitioner provides comprehensive outpatient care, shares responsibilities and collaborates with physician in the care of patients. Duties include outpatient visits; communication with patients' in-person, by mail, e-mail or phone; referral for specialty care, and provision of or referral for patient education for self-management. <i>Qualifications:</i> Current Massachusetts License for a RN in the expanded role, Certification eligible as a Family, internal Medicine <i>or</i> Women's Health Nurse Practitioner. Preferred: 1-2 years experience as a Nurse Practitioner.</p>

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10 03 09	Per Diem	074-09-09	NHC	<p><i>PHYSICIAN Internal Medicine or Family Practice</i> The Physician duties include outpatient visits, communication with patients by mail/email/phone and referral for specialty care. The Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice or Internal Medicine.</p>
10 03 09	Per Diem	073-09-09 075-09-09	NHC	<p><i>NURSE PRACTITIONER Family Practice, Internal Medicine, Women's Health</i> The Nurse Practitioner provides comprehensive outpatient care, shares responsibilities and collaborates with physician in the care of patients. Duties include outpatient visits; communication with patients' in-person, by mail, e-mail or phone; referral for specialty care, and provision of or referral for patient education for self-management. <i>Qualifications:</i> Current Massachusetts License for a RN in the expanded role, Certification eligible as a Family, internal Medicine <i>or</i> Women's Health Nurse Practitioner. Preferred: 1-2 years experience as a Nurse Practitioner.</p>
09 19 09	2.5	069-09-09 Internal Posting Only	NHC	<p><i>STAFF NURSE Pediatrics</i> The Staff Nurse duties include but are not limited to telephone triage; patient access; case management, and nursing support of clinical sessions including assisting with immunizations and treatment. <i>Qualifications:</i> Current MA License to practice as an RN or LPN, Basic Life Support Certification, 1 year experience in a clinical setting providing direct nursing care, experience in a community health setting preferred, Bilingual English/Vietnamese/Spanish a plus.</p>

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08 08 09	28	049-08-09	GGCHC	<p><i>FINANCIAL COUNSELOR Central Support</i> (Hours are Monday-Thursday 4:00 – 9:00 PM & Saturday 8:30 AM to 4:30PM) The Financial Counselor provides patients with information and education regarding their current medical insurance or enabling them to obtain medical insurance coverage, liaisons with, and provides advocacy for the patients to the insurers during the application process and on going as issues/concerns arise and assists patients with completing and processing of insurance applications and related paperwork. <i>Qualifications:</i> High School Diploma/GED, one year experience in a professional office environment, excellent communication, data entry and organizational skills, computer literate. <i>Preferred:</i> third party billing experience, knowledge of current Massachusetts Health Care Reform requirements, bilingual English/Spanish.</p>
07 04 09	8	035-06-09	EJCDC	<p><i>DENTAL ASSISTANT Dental Dept.</i> Assists Dentist by preparing operatory in accordance with patient procedures; at chair-side during examination and treatment of patients, ensures that equipment is maintained in operating order and meets standards for health and safety, implements proper and current infection control duties as per Agency procedures and protocol. <i>Qualifications:</i> High School Diploma with course work in business, biology or chemistry. Dental Assisting course in vocational school or Associates Degree in Dental Assistant Program Massachusetts or DANB certificate in radiology required, Bilingual English/Portuguese preferred.</p>

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11 01 08	Per Diem	951-10-08	GGCHC	<p><i>TEACHER'S ASSISTANT or TEACHER Columbia Point Infant & Toddler Center</i> Under the direct supervision of a teacher and/or a lead teacher at all times, provides for the care, comfort and stimulation of the children assigned to her and assists in the care and comfort of other children when needed. <i>Qualifications:</i> High School Diploma/GED, First Aid/CPR certified and experience with children. <i>Teacher's Assistant:</i> Must be at least 18 years of age. <i>Teacher:</i> Must be 21 years of age with EEC Infant/Toddler Teacher certification.</p>
09 13 08	22.5	920-09-08	GGCHC	<p><i>PHYSICIAN Family Practice Dept.</i> Serves as a primary care provider for a panel of patients. Responsible for organizing and managing the primary care of patients, including outpatient visits, communication with patients by mail/email/phone and referral for specialty care. The Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice.</p>
02 17 07	Per Diem	710-02-07	MUCCHC	<p><i>PHYSICIAN Family Practice Dept.</i> Serves as a per diem primary care provider for a panel of patients. Responsible for organizing and managing the primary care of patients, including outpatient visits, communication with patients by mail/email/phone and referral for specialty care. Physician assesses health risks, promotes and provides disease prevention, and practices evidenced based medicine. <i>Qualifications:</i> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice.</p>

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On going	Per Diem	189-08-03 982-02-09	EJCDC MUCCHC GGCHC	<i>DENTAL ASSISTANT Dental Services</i> Assists Dentist by preparing operatory in accordance with procedures; at chair-side during examination and treatment of patients, ensures that equipment is maintained in operating order and meets standards for health and safety, implements proper and current infection control duties as per Agency procedures and protocol. <i>Qualifications:</i> High School Diploma/GED, Dental Assisting course in vocational school lasting 6-12 months or Associates Degree from an accredited Dental Assistant Program and Massachusetts or DANB certificate in radiology required.
On-going	Per Diem	082-10-02	NHC GGCHC MUCCHC	<i>MANAGED CARE REPRESENTATIVE Health Information</i> The Managed Care Representative assists in managing and implementing the referral process for HMO's, educates patients about the referral process, provides technical assistance and training to the Central Support staff, and monitors and evaluates the effectiveness of the referral process. <i>Qualifications:</i> High School Diploma/GED, computer literate, excellent verbal and written communications skills, excellent communication skills..
On-going	Per Diem	044-05-02	NHC GGCHC	<i>MEDICAL RECORDS CLERK Medical Records</i> Maintain copy and file and pull medical records as requested or in accordance with department policy. <i>Qualifications:</i> High School Diploma/GED, experience in Medical Records a plus.

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On-going	Per Diem		NHC	<p><i>FACILITIES ASSISTANT Operations</i> Provides general facility maintenance and repair, including general yard work, lighting, carpentry and plumbing repair, collecting waste, and assisting with storage and deliveries. <i>Qualifications:</i> High School Diploma/GED, valid Driver’s License, some general trade knowledge, ability to lift heavy boxes and move furniture, experience in maintenance field.</p>
On-going	Per Diem		NHC GGCHC MUCCHC	<p><i>PATIENT ACCESS REPRESENTATIVES Operations</i> Assist patients and providers to ensure effective and efficient patient flow from start of scheduled appointment through departure from the center. <i>Qualifications:</i> High School Diploma/GED, understanding of medical terminology, basic computer literacy, excellent customer service and organizational skills. Bilingual skills a plus.</p>
On-going	Per Diem		ESP	<p><i>HOME CARE AIDE</i> Provide health care services to frail elderly clients in their residences; prepare client for the day by assisting out of bed, with toiletry, meals and dressing; provide similar services in the PM. <i>Qualifications:</i> High School Diploma/GED Required: Home Health Aide Certification, 1 year of experience working with Geriatric population and reliable transportation.</p>

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On-going	Per Diem		NHC GGCHC MUCCHC	<p><i>MEDICAL ASISSTANT Adult Medicine, Family Practice, Women’s Health, Pediatrics</i> Assist providers by preparing patients to be seen by collecting and recording necessary data for health, weight, medication and allergies, perform simple lab tests such as urine dipstick, take and record temperature, pulse, respiration and blood pressure, perform vision testing, assist providers with simple procedures and other related duties and schedules additional laboratory tests and makes outside referral appointments as directed. <i>Qualifications:</i> High School Diploma/GED, MA certification from an accredited program, or successful completion of 1 year of an accredited Nursing Degree Program.</p>
On-going	Per Diem		NHC GGCHC ESP MUCCHC	<p><i>STAFF NURSE Adult Med, Family Practice, Pediatrics, Women’s Health &, Geriatrics, Homecare.</i> Provides nursing services to patients including but are not limited to triage; access; case management; and nursing support of clinical sessions. <i>Qualifications:</i> Current MA License to practice as an RN or LPN, 1 year experience providing direct nursing care in a clinical setting, excellent communications skills, Basic Life Support Certification.</p>

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