

**HARBOR HEALTH SERVICES, INC  
VACANCY ANNOUNCEMENT  
BULLETIN  
August 06, 2011 – August 12, 2011**



<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](mailto:humanresources@hhsi.us)*

*For Internal Postings Only: No resumes will be accepted from sources outside of HHSI.*

*For more information about Harbor Health Services, Inc, please visit our website: [www.hhsi.us](http://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 &amp; Description</i>
07 30 11	20	103-08-11	MUCCHC	<p><b><i>ACCESS, OUTREACH &amp; CARE COORDINATION SPECIALIST Office of Community Programs</i></b></p> <p>The Access, Outreach &amp; Care Coordination Specialist is responsible for developing strategies for the recruitment of HIV positive individuals into care at Harbor Health Services, assist in the coordination of their treatments as well as to coordinate HIV Counseling and Testing and health promotion activities in the communities served by the agency. The Access and Outreach Specialist will also manage, coordinate and participate in a great variety of administrative, educational and clinical activities related to community-based clinical and educational programs.</p> <p>Qualifications: High School Diploma/GED, 2 years of experience working with organizations providing HIV/AIDS or other health services, 3 years working in a professional capacity in a Human Services organization, excellent written and verbal skills, computer literacy (Microsoft Office Applications, Word, Excel and Publisher), proven skills in public speaking, ability to work independently in a fast paced and goal driven environment, background in community outreach and program development, ability to timely travel across sites in the Cape Cod Area. Preferred: Bachelor's degree in Human Services, Public Health or related field, direct knowledge of service area (Cape &amp; Islands), Bilingual English/Spanish, English/Portuguese and HIV Counseling and Testing Certification.</p>

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07 30 11	8	102-08-11 <b>Internal Posting Only</b>	NHC	<p><b><i>CLINICAL SECRETARY Family &amp; Internal Medicine Dept.</i></b>            The Clinical Secretary provides support to the assigned clinical department. Duties include but are not limited to processing general correspondence, faxing, photocopying, sorting and delivery of mail, maintaining and organizing filing system, maintaining, updating and distributing Provider On-Call schedules and acting as a patient reception liaison for provider and nursing staff.  <i>Qualifications:</i> High school diploma; Associate Degree preferred, one year of related work experience, computer literacy with Microsoft Office, excellent customer service skills, excellent written and verbal communications skills.</p>
07 30 11	20	098-08-11	HHSI	<p><b><i>PHARMACY PAYMENT COORDINATOR Patient Accounts Dept.</i></b>            The Pharmacy Payment Coordinator duties includes payment posting reconciliation of payments; identifying all voids, researching reason for void and taking appropriate action to rectify; assisting with bank reconciliation related to 340b pharmacy account analysis and reconciliations; assisting with G/L entry; and developing and/or implementing scheduled ad hoc reports and analysis as required.  <i>Qualifications:</i> High school Diploma/GED, 1 year experience in a professional office environment, Beginner to Intermediate skills in Microsoft Office applications of Word, Excel and Outlook, excellent communications and organizational skills, proven ability to meet deadlines and to learn and effectively and efficiently navigate/use multiple software products.</p>

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07 23 11	35	096-07-11 <b>Internal Posting Only</b>	NHC	<p><b><i>HEALTH EDUCATOR Office of Community Programs</i></b>            The Health Educator assumes an important role as a member of the Prevention Team to plan, implement and conduct Youth Violence Prevention, Substance Abuse Prevention and Community-Based Prevention projects in the Office of Community Programs. The Health Educator will teach health education in schools, clinical settings and various community-based organizations as well as perform HIV counseling and testing, establish working relationships with public health and social services organizations within the catchment area to conduct outreach and prevention education, develop promotional campaigns, materials and maintain contact with local media for dissemination of health information.</p> <p><b><i>Qualifications:</i></b> High School Diploma/GED, 1 year of experience in community organizing, health education and promotion, proven knowledge with service area. <b><i>Preferred:</i></b> Bachelor's Degree in a related field, experience in HIV Health education and promotion, bi-lingual English/Spanish or English/Haitian Creole, data collection and outreach experience preferred.</p>

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07 23 11	40	094-07-11	ESP	<p><b><i>ACTIVITIES SUPERVISOR Elder Service Plan</i></b>            The Activities Supervisor is responsible for planning, supervising, and administering a comprehensive therapeutic program for seniors in an adult day health setting. Duties include preparing activity programs and monitoring their effectiveness for participants with varying degrees of memory impairment, supervising and instructing activity staff in the performance of their work, ordering equipment and supplies, attending interdisciplinary team meetings, and maintaining appropriate records and documentation.  <b><i>Qualifications:</i></b> Bachelors in related field, 2 or more years experience in program development and implementation for a population with memory impairment, of which one year must be direct work with seniors, skills in planning, organizing, and evaluating special activities and programs for seniors, computer literate with intermediate skills in Excel, Word and Outlook, effective communication skills, both verbal and written. <b><i>Preferred:</i></b> Masters degree and management experience in healthcare.</p>
07 23 11	32	093-07-11	NHC	<p><b><i>STAFF NURSE Family Practice Dept</i></b>            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.  <b><i>Qualifications:</i></b> 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, Excel, EMR experience preferred.</p>

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07 16 11	Per Diem	091-07-11	MUCCHC	<p><b><i>FINANCIAL COUNSELOR Central Support</i></b>            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.  <b><i>Qualifications:</i></b> High School Diploma/GED, one year experience in a professional office environment, excellent communication, data entry and organizational skills, computer literate. <b><i>Preferred:</i></b> third party billing experience, knowledge of current Massachusetts Health Care Reform requirements, bilingual English/Spanish.</p>
07 16 11	20	090-07-11	HHSI	<p><b><i>MEDICAL HOME COORDINATOR</i></b>            The Medical Home Coordinator provides administrative support to the Community Health Center Director of Nursing. Duties include ensuring that the calendar of reporting is implemented and maintained; ensuring that responsible parties are submitting requisite data/reports timely; organizing and coordinating all internal and external meetings; recording minutes and ensuring timely distribution to affected parties; coordinating conference registrations, hotel accommodations and travel arrangements for Patient Centered Medical Home Initiative, and providing support to the Director.  <b><i>Qualifications:</i></b> Associates Degree in Business or equivalent, 5 years of relevant administrative experience, excellent organizational and written and verbal communication skills, ability to work independently and as part of team, must be able to effectively and efficiently manage multiple projects, Intermediate skills in Microsoft Word, Excel, Outlook, must be highly skilled in reading and comprehending documentation in particular from regulatory and funding agencies.</p>

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07 09 11	40	085-07-11	ESP	<p><b><i>MEDICAL SCHEDULER Elder Service Plan</i></b>            The Medical Scheduler responsibilities include scheduling appointments with medical specialists for ESP participants based on referrals from the Inter-Disciplinary Team (ITD); documenting schedule and workflow documents in participant's medical record, coordinating and documenting transportation and escorts for all medical appointments; notifying assisted living facilities, family members, participants and IDT members as needed of scheduled appointments; coordinating with the Nurse Case Manager for requisite paper work required for appointments; confirming, registering, canceling, rescheduling participants as needed; assisting Medical Records Clerk with scanning and distribution of documents in the electronic medical records; distributing weekly referral reports to IDT members; and assisting as requiring to perform front desk/phone coverage as needed.</p> <p><b><i>Qualifications:</i></b> High School diploma or GED, 2 years experience working in a health care environment, knowledge of Medical terminology, excellent written and verbal communication skills, excellent organizational skill, basic skills in Excel, Word, Outlook and Windows, basic competency using all office equipment such as copiers, faxes, phones, scanners etc.</p>
07 09 11	40	084-07-11	ESP	<p><b><i>HOME CARE NURSE Nursing Dept.</i></b>            The Home Care Nurse is responsible for the medical case management of home based plan participants including routine clinical duties, nursing assessment &amp; development of comprehensive plans of care, triaging of illness and medical therapy, health teaching, maintaining ongoing case management.</p> <p><b><i>Qualifications:</i></b> 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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07 09 11	40	083-07-11	ESP	<p><b><i>MEDICAL SOCIAL WORKER Elder Service Plan</i></b>            The Medical Social Worker responsibilities include assisting in the screening of potential participants to the plan, conducting psychosocial assessments, developing and leading group counseling and family supportive counseling, case management and assisting/advocating for staff, clients and families with community resources and in planning case conferences  <b><i>Qualifications:</i></b> MSW, License or license eligible preferred, minimum of two years experience working with Elder population (1 year experience required), experience providing case management and counseling, and group work with adults.</p>

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07 09 11	40	082-07-11	HHSI	<p><b><i>CLINICAL IT MANGER Office of the Medical Director</i></b>  The Clinical IT Manager is responsible for developing and maintaining an expert knowledge of the Harbor EMR and other clinical applications. Duties include acting as primary liaison and coordinator between the clinical providers, operations technology vendors and the IT Dept, training and education, development , implementation monitoring and maintenance of templates and modifications of system, consulting with the IT Dept to ensure hardware and peripherals are matched to needs, remaining current with technology to evaluate for recommendations for enhancements and or replacements, providing support and consulting services and overall Project Management for Clinical IT and Clinical Applications. Position includes supervision of 2 employees.</p> <p>Qualifications: Bachelors in Computer Science or related field, four years of Clinical IT experience, 2 years experience in a community health center setting providing customer service, interface and troubleshooting, knowledge of clinical information systems, training and project management skills, Intermediate skills in Microsoft Office, Crystal, T-SQL (including update/insert/delete statements), and HL7 standards and interfaces. <b>Preferred:</b> knowledge of NextGen EHR Application (and/or NextGen Certified Professional) and KBM templates, functionality and underlying data model, Masters Degree, experience in system implementation and supervisory experience.</p>

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07 02 11	20	081-07-11 <b>Internal Posting Only</b>	HHSI	<p><b><i>ACCOUNTS PAYABLE CLERK Accounting Dept.</i></b> The Accounts Payable Clerk maintains accounts payable records by ensuring general ledger entries are accurately and timely input, determining funds needed and ensuring availability for payroll and all payables, ensures payment requests are accurate and reflect the invoice, ensures accuracy of authorized signatures, maintains a timely and accurate filing system and data entry of tax information.</p> <p><b><i>Qualifications:</i></b> High School Diploma/GED, 2 years experience in Accounts Payable, computer literacy with knowledge of Excel, data entry skills, and excellent organizational/communications skills. Associates degree or course work in Business or Accounting and knowledge of Solomon preferred.</p>
07 02 11	40	079-07-11 080-07-11	HHSI	<p><b><i>PATIENT ACCOUNT ASSOCIATE Billing Dept.(2 Vacancies)</i></b> Duties include entering charges into the billing and accounts receivable system, printing or transmitting claims to assigned insurance carriers, posting payments to patients' invoices upon receipt of remittance advice, and answering questions from patients regarding their accounts.</p> <p><b><i>Qualifications:</i></b> High School Diploma/GED, one year experience billing of medical or dental claims, computer literate. Preferred: Knowledge of Dental and/or Behavioral Health billing and experience with NextGen billing software.</p>

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06 24 11	88.5	077-06-11	NHC	<p><b><i>MEDICAL ASSISTANT Internal Medicine</i></b>  <b>(Full Time and Part Time hours positions available)</b>            The Medical Assistant assists the providers by preparing patients to be seen by collecting and recording necessary data for health, weight, medication and allergies, performs simple lab tests such as urine dipstick, take and record temperature, pulse, respiration and blood pressure, performs vision testing, assist providers with simple procedures and other related duties and schedules additional laboratory tests and makes outside referral appointments as directed.  <b><i>Qualifications:</i></b> High School Diploma/GED, Medical Assistant certification from an accredited program, or successful completion of 1 year of an accredited Nursing Degree Program.</p>
06 24 11	15.50	076-06-11	NHC	<p><b><i>MEDICAL ASSISTANT Family Medicine</i></b>            The Medical Assistant assists the providers by preparing patients to be seen by collecting and recording necessary data for health, weight, medication and allergies, performs simple lab tests such as urine dipstick, take and record temperature, pulse, respiration and blood pressure, performs vision testing, assist providers with simple procedures and other related duties and schedules additional laboratory tests and makes outside referral appointments as directed.  <b><i>Qualifications:</i></b> 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 18 11	40	071-06-11	ESP	<p><b><i>MEDICAL SOCIAL WORKER Elder Service Plan</i></b>            The Medical Social Worker responsibilities include assisting in the screening of potential participants to the plan, conducting psychosocial assessments, developing and leading group counseling and family supportive counseling, case management and assisting/advocating for staff, clients and families with community resources and in planning case conferences  <b><i>Qualifications:</i></b> MSW, License or license eligible preferred, minimum of two years experience working with Elder population (1 year experience required), experience providing case management and counseling, and group work with adults..</p>
05 28 11	40	063-05-11	NHC	<p><b><i>ACCESS &amp; OUTREACH SPECIALIST Community Programs.</i></b>            The Access and Outreach Specialist is responsible for developing strategies for the recruitment of HIV positive individuals into care at Harbor Health Services, as well as coordinating HIV counseling and testing and health promotion activities in the communities served by the agency. Duties also include managing, coordinating and participating in a great variety of administrative, educational and clinical activities related to community-based clinical and educational programs.  <b><i>Qualifications:</i></b> Bachelor's degree in Human Services, Public Health or related field, 2 years of experience working with organizations providing HIV/AIDS services, excellent written and verbal skills, computer literacy (Microsoft Office Applications, Word, Excel and Publisher), proven skills in public speaking, ability to work independently in a fast paced and goal driven environment, background in community outreach and program development.  <b><i>Preferred:</i></b> Direct knowledge of service area (Dorchester, South Boston, Quincy and Metro South area), bilingual English/Spanish, English/Portuguese, English/Haitian Creole, HIV Counseling and Testing Certification.</p>

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05 21 11	40	060-05-11	GGCHC	<p><b><i>PHYSICIAN Family Practice Dept.</i></b> 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>
05 14 11	20	059-05-11	NHC	<p><b><i>CASE MANAGER Social Services and Office of Community Programs</i></b> 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 center. 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. <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, <b>oral and written fluency in English/Vietnamese strongly preferred.</b></p>

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05 07 11	40	058-05-11	ESP	<p><b><i>REHABILITATION MANAGER Elder Service Plan</i></b>            The Rehabilitation Manager manages the rehabilitation services to ensure high quality services are provided to plan participants. Duties include assuring appropriate clinical supervision of staff, managing the restorative program, providing direct care services with an emphasis on assessment and treatment of functional disabilities, recommending policy and procedure development in the department and other administrative functions as requested.</p> <p><b><i>Qualifications:</i></b> Graduate of an accredited Physical Therapy or Occupational Therapy school with current Mass Licensure, 5 years experience with Geriatric population preferred, 2 years supervisory experience, strong assessment, documentation and organizational skills, effective communication skills to ensure achievement of administrative and clinical outcomes, and strong leadership skills.</p>
05 07 11	40	057-05-11	ESP	<p><b><i>GERIATRIC NURSE PRACTITIONER Elder Service Plan</i></b>            The Geriatric Nurse Practitioner duties include assisting the primary care physician with the medical management of ESP participants, providing recommendations to the primary care physician regarding the development of a comprehensive plan of care, participating in the Interdisciplinary Team meetings and discussions, maintaining close communications with participants and their families/caregivers and collaborating with staff at ESP and designated facilities.</p> <p><b><i>Qualifications:</i></b> MSN in Geriatric Nursing or related specialty field, 2 years experience working with a Geriatric population, experience working with a multidisciplinary team, strong clinical, leadership, interpersonal and organizational skills.</p>

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04 23 11	Per Diem	054-04-11	MUCCHC	<p><b><i>ORAL SURGEON Dental Dept.</i></b>            The Oral Surgeon provides dental care for outpatients by diagnosing and treating diseases; injuries and malformations of the teeth and gums; performing surgery on mouth, jaws and related head; and neck structure as defined within the scope of service.  <b><i>Qualifications:</i></b> D.M.D. or D.D.S. from approved dental school, 3 or more years as a dentist preferably in a community health center setting, fully licensed Dentist must be either a board eligible or board certified oral surgeon, Limited Licensed Dentist must have completed additional oral surgery training.</p>

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04 23 11	40	053-04-11	HHSI	<p><b><i>GRANTS ANALYST Finance Dept.</i></b>  The Grant Analyst coordinates all HHSI grant activities. Duties include but are not limited to developing and managing centralized filing and tracking systems for grants; ensuring that pertinent time frames for grant deliverables are identified and monitored for compliance; providing weekly updates and reminders to the responsible manager; attending associated meetings; reconciling expenditures to invoices; preparing, reviewing and submitting the monthly grant and contract invoices to appropriate manager for action; ensuring maximum reimbursement; ensuring timely completion of monthly invoices for grants and contracts; ensuring that all required documentation in support of expenditures is collected and filed appropriately; ensuring amounts billed reconcile to general ledger; assisting grant managers with budget preparation analysis and revisions; ensure compliance requirements/regulations for grants and contracts (i.e. federal &amp; state); assist program staff with technical assistance for the financial components of the grants/contracts and assist on the preparation of required external reports.</p> <p><b><i>Qualifications:</i></b> Bachelor’s degree in Accounting/Finance or related field, 3- 5 years experience in accounting, grants management or finance with federal, state and local funding, excellent verbal and written communication skills, intermediate to advanced skills in Microsoft Word, Excel and Outlook, excellent organizational skills and proven ability to meet deadlines. <b><i>Preferred:</i></b> 3 -5 years of grant management experience, knowledge of General Ledger.</p>

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04 16 11	40	050-04-11	ESP	<p><b><i>PHYSICAL THERAPIST Elder Service Plan</i></b>            The Physical Therapist directs, supervises, evaluates and provides physical therapy services to participants in the center and home as prescribed by the attending physician. Responsible for providing skilled therapy care to acutely ill/chronically ill participants, providing assessments and recording notes. Position includes both outpatient and home care.  <b><i>Qualifications:</i></b> Physical Therapy degree, valid MA license to practice, minimum of two years of acute care experience, previous home care experience preferred, minimum two years working with the geriatric population, ability to relate to and treat acute/chronic patients/families, must possess strong patient assessment, management and documentation skills.</p>
04 16 11	8.4	049-04-11 <b>Internal Posting Only</b>	EJCDC	<p><b><i>DENTAL ASSISTANT Dental Dept.</i></b>            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.  <b><i>Qualifications:</i></b> 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>

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03 19 11	Per Diem	034-03-11	NHC	<p><b><i>ACCESS AND OUTREACH PEER LEADER Community Programs</i></b>  The Access and Outreach Peer Leader is responsible for conducting community outreach in order to identify HIV+ individuals who are not in care and refer them for services at Harbor Health Services, Inc. The Access and Outreach Peer Leader will provide advocacy and refer individuals presenting risk behaviors for HIV counseling and testing and co-facilitate support groups and Consumer Advisory Boards at the Harbor sites.  <b><i>Qualifications:</i></b> High school diploma or GED, 1 year of experience in community outreach, health education and promotion, 3 Years experience in a peer-leader and/or community outreach position. <b><i>Preferred:</i></b> experience in developing and implementing effective recruiting for enrollment into community based programs, experience in HIV Health education and promotion, bi-lingual English/Spanish, English/Portuguese or English/Haitian Creole, proven knowledge with service area.</p>
03 19 11	Per Diem	030-03-11	GGCHC	<p><b><i>PHARMACY TECHNICIAN Pharmacy Dept.</i></b>  The Pharmacy Technician duties include processing new medications orders, refills and renewals, restocking shelves in the dispensing areas as stock replacement is received, checking for out dated medications, preparing prescriptions for shipping &amp; working collaboratively with administration, providers.  <b><i>Qualifications:</i></b> 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, excellent problem solving, verbal and written communications and organizational skills, 1-3 years pharmacy or related experience, preferably in outpatient clinic pharmacy services or retail pharmacy, Bilingual English/Vietnamese preferred, intermediate skills in Excel, Word and Outlook.</p>

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03 05 11	3.5	024-02-11 <b>Internal Posting Only</b>	MUCCHC	<p><b><i>PATIENT ACCESS REPRESENTATIVE Central Support</i></b> 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.</p> <p><b><i>Qualifications:</i></b> 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>
01 29 11	22 Temp	007-01-11	MUCCHC	<p><b><i>TEMPORARY PHYSICIAN OR NURSE PRACTITIONER</i></b> <b>We are seeking a MD or NP to cover expanded shifts during the Summer From July 1, 2011 through September 5, 2011 and holidays. Evening and weekend shifts available.</b></p> <p>The Physician or Nurse Practitioner will provide primary and urgent care including routine health maintenance, management of chronic conditions, and management of acute illness.</p> <p><b><i>Qualifications:</i></b> Current MA MD License, Board Certified/Board Eligible in Family Practice or Internal Medicine <b>or</b> Current Massachusetts Family or IM NP License, 1 year or more experience providing direct care in a community health setting.</p>

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11 20 10 09 04 10	16 7.5	246-11-10 222-09-10	NHC	<p><b><i>PATIENT ACCESS REPRESENTATIVE Central Support</i></b>            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.  <b><i>Qualifications:</i></b> 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>
08 21 10	Per Diem	218-08-10	ESP	<p><b><i>HOME CARE NURSE Nursing Dept.</i></b>            The Home Care Nurse is responsible for the medical case management of home based plan participants including routine clinical duties, nursing assessment &amp; development of comprehensive plans of care, triaging of illness and medical therapy, health teaching, maintaining ongoing case management.  <b><i>Qualifications:</i></b> 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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07 31 10 03 19 11	Per Diem	208-07-10 029-03-11	NHC GGCHC	<p><b><i>PHARMACIST Pharmacy Dept.</i></b> 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><b><i>Qualifications:</i></b> 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>
07 03 10	2	193-07-10	MUCCHC	<p><b><i>DENTAL HYGIENIST Dental Dept.</i></b> 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.</p> <p><b><i>Qualifications:</i></b> 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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06 26 10	40	187-06-10	NHC	<p><b><i>PHYSICIAN Internal Medicine Dept.</i></b>            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 11 10	Per Diem	178-06-10	NHC	<p><b><i>PEER LEADER Office of Community Programs</i></b>            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><b><i>SENIOR PEER LEADER Office of Community Programs</i></b>            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.</p> <p><b><i>Qualifications:</i></b> 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. <b><i>Preferred:</i></b> Ties to or knowledge of the Greater Boston area youth community, Bilingual a plus.</p>
04 03 10	Per Diem	146-04-10	GGCHC	<p><b><i>DENTAL HYGIENIST Dental Dept.</i></b>            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.</p> <p><b><i>Qualifications:</i></b> 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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07 04 09	8	035-06-09	EJCDC	<p><b><i>DENTAL ASSISTANT Dental Dept.</i></b> 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><b><i>Qualifications:</i></b> 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>
On going	Per Diem	075-09-09 022-01-10	NHC GGCHC MUCCHC	<p><b><i>NURSE PRACTITIONER Family Practice, Internal Medicine, Women's Health</i></b> 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.</p> <p><b><i>Qualifications:</i></b> 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. <b><i>Preferred:</i></b> 1-2 years experience as a Nurse Practitioner.</p>

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Ongoing	Per Diem	123-01-10 710-02-07	GGCHC MUCCHC NHC	<b><i>PHYSICIAN Family Practice Dept.</i></b> 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. <b><i>Qualifications:</i></b> Current MA MD License, 1 year or more experience providing direct care in a community health setting, Board Certified/Board Eligible in Family Practice.
On going	Per Diem	189-08-03 982-02-09	EJCDC MUCCHC GGCHC	<b><i>DENTAL ASSISTANT Dental Services</i></b> 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. <b><i>Qualifications:</i></b> 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	<b><i>MANAGED CARE REPRESENTATIVE Health Information</i></b> 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. <b><i>Qualifications:</i></b> High School Diploma/GED, computer literate, excellent verbal and written communications skills, excellent communication skills..

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On-going	Per Diem	044-05-02	NHC GGCHC	<b><i>MEDICAL RECORDS CLERK Medical Records</i></b> Maintain copy and file and pull medical records as requested or in accordance with department policy. <b><i>Qualifications:</i></b> High School Diploma/GED, experience in Medical Records a plus.
On-going	Per Diem		NHC	<b><i>FACILITIES ASSISTANT Operations</i></b> Provides general facility maintenance and repair, including general yard work, lighting, carpentry and plumbing repair, collecting waste, and assisting with storage and deliveries. <b><i>Qualifications:</i></b> High School Diploma/GED, valid Driver's License, some general trade knowledge, ability to lift heavy boxes and move furniture, experience in maintenance field.
On-going	Per Diem		NHC GGCHC MUCCHC	<b><i>PATIENT ACCESS REPRESENTATIVES Operations</i></b> Assist patients and providers to ensure effective and efficient patient flow from start of scheduled appointment through departure from the center. <b><i>Qualifications:</i></b> High School Diploma/GED, understanding of medical terminology, basic computer literacy, excellent customer service and organizational skills. Bilingual skills a plus.
On-going	Per Diem		ESP	<b><i>HOME CARE AIDE</i></b> 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. <b><i>Qualifications:</i></b> High School Diploma/GED <b><i>Required:</i></b> Home Health Aide Certification, 1 year of experience working with Geriatric population and reliable transportation.

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On-going	Per Diem		NHC GGCHC MUCCHC	<p><b><i>MEDICAL ASISSTANT Adult Medicine, Family Practice, Women's Health, Pediatrics</i></b>            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.  <b><i>Qualifications:</i></b> 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><b><i>STAFF NURSE Adult Med, Family Practice, Pediatrics, Women's Health &amp;, Geriatrics, Homecare.</i></b>            Provides nursing services to patients including but are not limited to triage; access; case management; and nursing support of clinical sessions.  <b><i>Qualifications:</i></b> 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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