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JOB POSTING

Medical Assistant -A graduate of an accredited CMA program, current CMA or RMA certificate and CPR certification issued by the American Heart Association; BLS for Health Care Providers required. Previous experience working in an ambulatory healthcare setting preferred. Excellent customer service and communication skills (verbal/written) and the ability to be flexible with work assignments including working on other teams and between sites required. **Bilingual English/Spanish required.**
Salary range: \$20/hr - \$28.50/hr

Front Desk Receptionist / CRS-The receptionist is responsible for answering phones and directing incoming calls in a courteous manner, schedules patient appointments, greets patients, registers patients and verifies information in NextGen, obtains and verifies insurance information and performs related clerical support duties. A high school diploma or equivalent required, 2 years of related experience preferred, must have exceptional customer service and communication skills (verbal/written). **Bilingual (English/Spanish) required.** *\$18/hr-\$27/hr*

Front Desk Receptionist / Medical-The receptionist is responsible for answering phones and directing incoming calls in a courteous manner, schedules patient appointments, greets patients, registers patients and verifies information in NextGen, obtains and verifies insurance information and performs related clerical support duties. A high school diploma or equivalent required, 2 years of related experience preferred, must have exceptional customer service and communication skills (verbal/written). **Bilingual (English/Spanish) required.** *\$18/hr-\$27/hr*

Front Desk Receptionist- Dental -The receptionist is responsible for the daily non-clinical operations of their assigned office including patient satisfaction, answering phones and directing incoming call in a courteous manner, scheduling patient appointments, and other business related functions as delegated by supervisor. Must be comfortable using an electronic dental record and Microsoft Office Suite (Outlook, Word etc.) A high school diploma or equivalent required. **Bilingual (English/Spanish) required.** *\$18/hr-\$27/hr*

Pharmacy Clerk – Full Time / Per Diem -Responsibilities include assisting all patients and customers providing excellent customer service in a fast-paced environment. Performs sales, ordering, marketing, merchandising, inventory control duties and assists other pharmacy staff members with various related duties. Candidates must be detail oriented with excellent customer service and critical thinking skills. Must be available to work between the hours of 8-6 and have a valid MA driver's license to travel between Holyoke and Chicopee sites. **Bilingual (English/Spanish) required.** *\$16.00/hr - \$20.50/hr*

Certified Pharmacy Technician

Candidates must be registered in Massachusetts as a pharmacy technician as well as national certification (CPhT); high school diploma or equivalent required and an associate's degree in related field preferred; advanced certifications and/or the willingness to gain additional skills strongly preferred. 1-3 years' experience of retail/pharmacy operations and products required. Candidates must have excellent customer service skills, critical thinking skills, decisive judgment and the ability to work with in a fast-paced environment. The ability to travel between Holyoke and Chicopee sites required. **Bilingual (English/Spanish) helpful and strongly preferred.** *Salary range: \$20/hr-\$27/hr*

Custodian-Part time -Responsible for general cleaning and facility maintenance. Must have the ability to perform routine, basic building maintenance functions including, but not limited to changing light bulbs and filters, routine painting and minor electrical, plumbing and carpentry repairs. Position requires the ability to travel between HHC sites, a high school diploma or equivalent, a valid MA driver's license, previous experience working in a maintenance capacity (preferably a healthcare environment). Must be highly motivated and have the ability to work independently. **Physical Requirements:** Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times. Must work flexible schedules, rotating on call schedule; must be available for weekends and holidays. **Bilingual (English/Spanish) required.** *\$18/hr - \$28/hr*

Dental Hygienist- The Dental Hygienist is a member of the clinical practice team working collaboratively with other team members in providing patient care. Responsibilities include cleaning and polishing teeth, instructing patients in good oral hygiene habits and after care for dental treatment rendered, and providing other preventative dental care, and work chairside as needed. A degree from an accredited dental hygiene program with a current MA license and CPR. Bilingual (English/Spanish) helpful. *\$40/hr-\$50/hr*

General Dentist Associate -Seeking a General Dentist to join our team in providing oral health services to our patients. In this role you will perform routine preventative and maintenance dentistry, as well as complex treatments for advanced oral diseases and injuries of teeth and gums. This Dentist will provide emergency dental services, including diagnosis and treatment plans, general restorative procedures, crown and bridge construction, removable prosthetics, uncomplicated endodontics, minor oral surgery and initiate/interpret radiographs. In addition, the dentist will administer and prescribe anesthetics and medications, provide patient education and provide supervision to Dental Hygienist(s) and Dental Resident(s) as assigned. The position requires DDS or DMD degree or equivalent and an unrestricted MA license. *\$140,000-180,000/year*

Registered Dental Assistant –(2 positions) Responsibilities include preparing patients for dental procedures, including recording medical/dental histories and vital signs, four-handed dental assisting techniques and procedures for all phases of general dentistry, infection control compliance, and exposing high-quality digital radiographs. Skill in providing excellent customer service and support; ability to work as a team player. Position requires a current MA dental assistant registration, x-ray certification, computer literacy, CPR certification issued by the American Heart Association; BLS for Health Care Providers required, successful completion of an accredited dental assisting program preferred. *\$21/hr- \$30/hr*

If you are interested in applying for a posted position, please forward a resume/application to: Human Resource Dept., Attn: Teresa Lavelle, 230 Maple Street, P.O. Box 6260 Holyoke, MA 01041. Posted February 27, 2026.