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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*

Pharmacist - full time – Seeking an energetic individual to join our team in a fast-paced, high volume **RETAIL** pharmacy located within our Federally Qualified Health Center. Work in a mission driven setting that focuses on providing the optimal in patient care. The pharmacist dispenses medications prescribed by health center or outpatient physicians and other healthcare and dental practitioners and provides information to patients about medications and their use. The pharmacist works closely with the patient and practitioner and may advise on the selection, dosages, interactions and side effects of medications; counsels patient and answers questions regarding side effects or interactions among various drugs. As a pharmacist in a supervisory role, must possess excellent written/oral communication to provide oversight and direction to lead a diverse and hard- working staff. Candidate must be a graduate of an accredited school of pharmacy with an active MA license. The candidate must obtain certification for BLS CPR, immunizations, emergency contraception, and naloxone and have the ability to use the Prescription Monitoring Program. Previous experience in retail pharmacy operations preferred. Bilingual (English/Spanish) helpful.

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*

Medical and NP Residency Program Coordinator

The NP Residency Program Coordinator provides comprehensive administrative and operational support to the Nurse Practitioner Residency Program, as well as to the Chief Medical Officer and Program Director. This role is responsible for coordinating all aspects of the residency program, including scheduling, educational programming, evaluations, and recruitment activities. The Coordinator serves as a key liaison between residents, clinical staff, leadership, and external partners, ensuring smooth day-to-day operations and a high-quality training experience. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities while building strong relationships across teams and supporting the professional development of residents. An Associate's or Bachelor's degree in a related discipline preferred. Must have 3-5 years of relevant program coordination and clerical experience; ability to work independently and collaboratively with excellent listening, oral and verbal communication skills is required. Strong relationship development skills with problem solving techniques essential. Superior organizational skills with keen attention to detail required. Proficiency with Microsoft Office, Excel, and Powerpoint required. Must have reliable transportation and the ability to travel. *\$25/hr - \$33/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*

Patient Access Services Representative- Responsible for answering all incoming calls to the main telephone switchboard system, Finesse, receives and redirects calls, responds to routine inquires, refers to appropriate sources; takes and transmits messages and transfers calls appropriately per protocol; schedules, cancels appointments or tasks to appropriate front desk staff if unable to make appointment and other clerical duties as assigned. Must have excellent customer service and maintains professional telephone etiquette at all times and 1-3 years related experience working in a medical and/or dental office setting. Excellent communication skills, both written and verbal and superior customer service required. Working knowledge of switchboard operations, general clerical skills and basic computer knowledge in Windows environment required. **Bilingual (English/Spanish) required.** *Salary range: \$18/hr - \$27.50/hr*

Community Health Worker (CHW)

The CHW will be responsible for helping patients and their families to navigate and access community services to promote and adopt healthy behaviors. The CHW supports the providers and RN Care Manager's through an integrated approach to care management and community outreach. As a priority, activity will promote, maintain and improve the health of patients and their families; provides ongoing follow-up, basic motivational interviewing and goal setting with patients/families. Works closely with medical providers to ensure that patients have comprehensive and coordinated care; provide social support, advocate for individuals and community health needs, and provide services such as community outreach, home visits, health screenings and engagement activities. Bilingual (English/Spanish), a current MA driver's license with reliable transportation and a high school diploma or equivalent required. CHW and or medical assistant certification preferred. Previous experience working as a CHW and/or medical assistant preferred. Must have the ability to work effectively both independently and collaboratively within a team environment and be self-motivated. Previous experience working with databases and good computers skills through working knowledge of Windows, internet, Microsoft Outlook, Excel. Must be accurate and detail oriented, possess strong organizational and time management skills. Excellent communication skills (verbal/written) required in English and Spanish. Medical terminology strongly preferred. Ability and willingness to recognize clients with severe problems, reports concerns to appropriate clinicians/providers and refers to appropriate professionals and resources. Experience working with community groups. *\$20/hr-\$26/hr*

Optometrist

Seeking a full-time Optometrist to provide comprehensive eye care services to our patients. This role involves conducting eye examinations to detect and diagnose vision problems and other health conditions such as diabetes and hypertension. The Optometrist will develop personalized treatment plans and prescribe corrective solutions like eyeglasses or contact lenses, as well as medication for eye disorders. Additionally, the Optometrist plays a vital role in educating patients about proper eye care. The ideal candidate will deliver high-quality, patient-centered care while working collaboratively within a multidisciplinary healthcare team. Current License as a therapeutically certified Doctor of Optometry in the State of Massachusetts and current CPR certification. Residency training or three years of experience as a practicing optometrist in a community setting. Must have strong knowledge of eye care practice and standards of care to assess, plan, implement, and evaluate patient care; knowledge of the community we serve; ability to work effectively with health professionals at all levels in a collaborative team environment; effective communication and problem-solving skills. \$120k-\$155k

**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 01040.
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