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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*

Prior Authorization Specialist - This position serves as the primary liaison between patients, providers and care teams and is responsible for screening prior-authorization and coordination of specialized services requests, including a broad range of requests for inpatient, outpatient and ancillary services. Position requires a high school diploma or equivalent, 1-3 years' experience working in a clinical ambulatory environment and medical terminology knowledge required. Previous prior authorization experience preferred. *Salary range: \$20/hr - \$26/hr*

Medical Billing Specialist-This position requires medical billing experience performing ICD-10, patient collections and other related duties. A high school diploma or equivalent required. Must be a strong team player with excellent communication (verbal and written) and analytical skills. Experience with Epic/Wisdom software helpful. At least 1 year of medical billing experience required. *\$21/hr - \$28/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. *\$56/hr - 76/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*

Financial Counselor-The Financial Counselor/Certified Application Counselor is responsible for assisting patients with insurance issues as they pertain to programs and services offered within the Health Center. This position plays a key role in assisting patients through the insurance process establishing their eligibility for insurance coverage. This position acts as a liaison with insurance companies in areas relating to insurance eligibility for patients, providing guidance and facilitating access to vital financial programs and services within the Health Center. Assists front desk staff as needed to verify patient insurance coverage with third-party payers, ensures the integrity of all data collected at time of service to ensure accurate patient identification / benefits information. Certification required within the first 6 months of hire. Once certified, this position is responsible for completing, tracking and processing accurate information of Masshealth applications in a timely manner. Must have knowledge of insurance/third party billing/managed care environment. Excellent customer service skills to serve both our internal and external customers is required. Candidates must have excellent oral and written communication skills with ability to work independently and within a team environment required; strong attention to detail and strong analytical and problem resolution abilities required. Competent utilizing Microsoft office, e.g. Excel, Word, Outlook. **Bilingual (English-Spanish) required. \$22/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 aftercare for dental treatment rendered, providing other preventative dental care, and working 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*

Patient Access Services Representative- Responsible for answering all incoming calls to the main telephone switchboard system, Finesse, receives and redirects calls, responds to routine inquiries, 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*

Safety and Security Coordinator – This position will help ensure the ongoing safety of employees, patients, visitors, and vendors of the Chicopee Health Center by using communication skills, de-escalation skills, and providing resources to those in need. Assists in the coordination and implementation of safety initiatives for the Chicopee Health Center. Promotes a culture of safety throughout the organization. Independently manages a range of tasks with the highest level of customer service and confidentiality. Maintains knowledge of applicable local, state, and federal regulations regarding safety and other regulatory programs. Candidate must have a high school diploma or GED. Candidate must be able to complete and show competence in in-house de-escalation training within three months of hire. Position requires an individual capable of de-escalating high-intensity situations. Candidate must have excellent written and verbal communication skills and be able to communicate effectively with staff, patients, and outside agencies. High-level problem-solving and critical thinking skills are required. Ability to function independently and provide education and resources to the organization is essential. This position requires availability to work rotating extended and weekend hours at the Holyoke site. *\$17.50/hr-\$25/hr*

Central Supply Coordinator

The Central Supply Coordinator is responsible for the oversight, procurement, storage, distribution, and inventory control of all medical, dental, and office supplies across Holyoke Health Center, Inc. This position supports the health center's mission by ensuring timely access to essential supplies needed to deliver high-quality, patient-centered care. This position reports directly to the Director of Health Operations. The Central Supply Coordinator plays a critical role in operational efficiency, cost containment, and regulatory compliance.

- Oversee centralized inventory operations for medical, dental, and office supplies across all departments and sites
- Maintain accurate inventory levels through routine monitoring, cycle counts, and reconciliation processes
- Develop and implement inventory control systems to minimize waste, loss, and stockouts
- Coordinate purchasing activities, including vendor selection, order placement, and invoice verification
- Receive supply shipments, inspecting incoming orders for accuracy and quality
- Facilitate vendor returns, including securing return authorization, boxing items, creating shipping labels, and maintaining detailed records of outgoing shipments
- Distribute supplies efficiently to clinical and administrative departments based on operational needs
- Track and manage expiration dates, lot numbers, and recalls as applicable
- Maintain organized and secure storage areas in accordance with regulatory and accreditation requirements (e.g., HRSA, Joint Commission, DPH)
- Prepare reports on inventory usage, costs, discrepancies, and trends for leadership review
- Support with conducting audits, inspections, and compliance reviews related to inventory and supply management

Physical Requirements:

Mobility to work in a typical office-clinical setting, use standard office equipment and to drive a motor vehicle in order to visit various locations; stamina to sit, stand, and walk for extended periods of time; agility and strength to exert 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. High school diploma or equivalent required; AS-BA degree in a related field preferred; valid driver's license required; experience in warehouse, supply chain, or inventory management preferred; experience in a healthcare setting, particularly an FQHC or ambulatory care environment, preferred. Must have strong

organizational and inventory management skills with attention to detail, proficiency in computer systems, including inventory management software and Microsoft Office applications, ability to analyze inventory data and identify trends or discrepancies, effective communication skills, both verbal and written, ability to prioritize tasks and manage multiple responsibilities in a fast-paced environment, knowledge of basic purchasing and vendor management practices, understanding of healthcare regulatory requirements related to the storage and handling of medical supplies is preferred. \$22/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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