

COMMUNITY HEALTH CONNECTIONS INC.
JOB ANNOUNCEMENTS – March 4, 2010

THE FOLLOWING ARE A GENERAL DESCRIPTION OF OPEN POSITIONS.
PLEASE SEE HR FOR FULL JOB DESCRIPTION(S)

RN **Posted: 3/3/2010** **Replacement** **Pst# 15**

PRIMARY LOCATION: Gardner **Hiring Manager:** Jane Leavens
CATEGORY: 36-40
BENEFITED: Yes
Pay Grade: 13C

Supervision Received: Reports to Sr. Nurse (clinical)/ Reports to Operations Director (non-clinical)
Under the general supervision of the Senior Nurse, performs direct and indirect nursing activities in accordance with licensure by the Commonwealth of Massachusetts and the policies and procedures of the health center. **Essential Duties and Major responsibilities:** Schedules Nurse visits with patients as appropriate. Orders appropriate laboratory & Diagnostic testing according to established guidelines. Prepares patients for visits with providers by performing and recording vital signs (including: blood pressure, temperature, pulse, respirations, weight, and other procedures as needed). Reviews patients' medical records for completeness and updates prior to patients' visit. Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assisting the provider as needed. Assists in preparing patients for routine diagnostic procedures (i.e. urine specimens) and performing selected screening tests (including: urine dipsticks, urine hCG, and rapid strep throat cultures). Assists in preparing routine diagnostic request forms. Books patients for tests and appointments with outside facilities and/or specialists. Executes medical orders for specific drugs, treatments, and other diagnostic or therapeutic procedures. Administers and records medication administration consistent with his/her knowledge of pharmacology in accordance with health center policy. Participates in preventive health teaching and education pertinent to procedures being conducted. Provides case management type oversight to an identified patient population as assigned by the Nursing Coordinator. Provides guidance to non-clinical staff regarding clinical issues (i.e. phone triage). Near visual acuity to observe changes in health/illness status of patients. Manual skills required include good eye and hand coordination in combination with finger dexterity for administration of injections, treatments, etc. Good color vision is required for perceiving changes in skin color and colors of medicines, solutions, etc. Assists & yearly HEDIS reporting as assigned. Work is of medium demand, walking and standing. Occasional lifting of patients with assistance, reaching, handling and fingering of instruments and equipment and caring of patient needs. Hearing to distinguish difference in heartbeat and breathing of patients and to hear instructions. Near visual acuity to read gauges and dials on equipment. Color vision for perceiving changes in patient's skin color or color of solutions. Able to lift 40 lbs. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Performs other job related duties as required or assigned. Administers routine vaccines. Is aware of current vaccine schedules, catch up schedules & complies with vaccine storage guidelines as set by the MA DPH.

Minimum Qualifications: Registered Nurse degree required, Bachelor of Science Nursing preferred. 2 years similar work, internship, or volunteer experience required. Work experience equivalent to one year as an RN in an ambulatory medical office environment preferred. Currently registered as a Registered Nurse in the Commonwealth of Massachusetts and its Board of Registration in Nursing. Bilingual in Spanish and/or Hmong preferred. Computer skills for accurate data entry. AHA BLS Health Care Provider certification or equivalent. Demonstrated interpersonal relationship skills.

Medical Records/Float **Posted: 2/11/2010** **Replacement** **Pst #14**

PRIMARY LOCATION: Leominster **Hiring Manager:** Sharon Cournoyer-Astle
CATEGORY: Full Time (non-exempt)
BENEFITED: Yes
PAY GRADE: 5A

Supervision Received: Reports to Director
Under the general supervision of the Director, the Medical Records/FLOAT is a position whose primary responsibility is Medical Records management for the medical department, but also has the knowledge and ability to perform multiple job duties including: Front Desk Reception (Check-In and Check-Out), Telephones, and general Reception. The FLOAT is responsible to perform the job duties of the assigned work area in accordance with the procedures established for that area and in accordance with health center policy.

Outreach & Enrollment Coordinator **Posted: 2/10/2010** **Pst# 13**

PRIMARY LOCATION: Leominster **Hiring Manager:** Sharon Cournoyer-Astle
CATEGORY: Full Time (non-exempt)
BENEFITED: Yes **Replacement**
Pay Grade: 10A

Reports to: Director, Leominster Community Health Center
Responsibilities: Outreach, enrollment, case management, and assistance with coordination of services at Leominster Community Health Center with Spanish speaking patient population. **Outreach:** Work with Director to develop and implement a coordinated outreach plan to educate individuals and the broader community about CHC as well as available insurance options with special emphasis on the Hispanic community. Develop linguistically and culturally appropriate outreach materials. Conduct trainings, presentations, as well as community outreach and enrollment events. Attend related community events, fairs, meetings,

trainings, and workshops as necessary. Work collaboratively with CHC staff at all sites who are responsible for grants to promote and facilitate enrollment into insurance programs. Collect data for statistical information for grants and other reports as necessary. **Enrollment & Case Management** : Assist uninsured with Virtual Gateway and other forms of enrollment applications making them aware of insurance and care options in the community and at CHC. Facilitate enrollment process with uninsured and follow-up on needed enrollment documentation. Explain health care benefits, coverage, and CHC services to applicants and the general community at large. Provide post enrollment support to enrollees who experience barriers to care to reduce these barriers. Receive and follow-up with referrals from community organizations. Collect data for statistical information for grants and other reports as necessary. Have a working knowledge and make referrals to outside helping resources for CHC patients as needed. Attend related meetings, trainings, and workshops as necessary. **General administrative duties**: Assist Health Center staff with duties relating to reception, appointment setting, enrollment, and general patient services for Spanish speaking patients at the Leominster Health Center. Assist CHC patients, staff and clinical providers by serving as an interpreter as appropriate and providing other translation services as needed. Track enrollment data of "community partners" and reporting statistics. Foster a positive, professional, effective working relationship with CHC staff, Spanish American Center clinical providers and other staff members at Leominster outreach site. Ensure all clients, staff, and service providers are treated in a professional and courteous manner. Exemplify the CHC mission and values. Perform other duties as assigned. **Minimum Qualifications**: High School Diploma or GED, Associate Degree in secretarial science or equivalent preferred. One (1) years experience in a customer service or health care related field preferred. Proficient reading, writing, and speaking in English and Spanish. Demonstrated interpersonal relationship skills. Demonstrated ability to work in a fast paced, physically demanding office and community environment. Valid and current Massachusetts's driver's license.

ACTION Community Health Worker Posted: 2/3/2010 Replacement Pst# 12

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Martha Rivera
CATEGORY: Full Time (non-exempt)
BENEFITED: Yes
PAY GRADE: 7A

Under the supervision of the *ACTION Health Services* Coordinator, the Community Health Worker strives to provide services that are responsive to individual and community needs and that are delivered in ways that are caring, compassionate, and culturally and linguistically competent and appropriate. The Community Health Worker will provide critical links to both individual patients and the community by: acting as a cultural mediator between individuals/communities and the region's health and social services; providing culturally appropriate health education and information; ensuring that individuals get the care they need and deserve through *ACTION Health Services*, other CHC Inc. sites, and partner organizations; providing supportive services including referrals, assistance securing benefits, non-clinical counseling, and general patient advocacy; and conveying community needs as they understand them. The Community Health Worker will also serve as a driver for the mobile medical unit and assist with all maintenance requirements as necessary. This position relies on the individual to be: flexible, detail-oriented, organized, consistent, with strong interpersonal and teamwork skills. The ideal candidate will reside in the Fitchburg/Gardner area and have lived or currently live in public housing or has experienced unstable housing or homelessness.

Sr. Administrative Assistant to VP of Operations Posted: 2/3/2010 New Pst# 9

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Erik Hollick
CATEGORY: Full Time (exempt)
BENEFITED: Yes
PAY GRADE: 12A

SUPERVISED RECEIVED: VP of Operations-Fitchburg Family Health Center

The Sr. Administrative Assistant supports the key administrative functions of the VP of Operations- Fitchburg Family Health Center. This individual will also provide to the Clinical VP's of Medical, Dental, and Behavioral Health with operational related data and analysis. This individual completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans. The position works independently and demonstrates excellent decision making skill, problem solving, and attention to detail. The position is responsible for highly sensitive information, which requires a clear understanding of confidentiality. **Essential Duties and Major responsibilities:** Provide Administrative and secretarial support to the VP of Operations-Fitchburg Family Health Center. Assists with appointment schedule and plans, and coordinates meetings and travel arrangements. Assists with publishing and maintaining monthly clinic schedules (Faculty and Residents). Assists with the generation and publishing of monthly statistical reports for the Family Medicine and Dental providers. Demonstrates excellent customer service and effective communication skills by email or calling via telephone in regards to meetings, staff updates, and other correspondence as needed. Records, composes, and distributes accurate meeting minutes for a variety of operational and/or clinical committees as needed. Work on special reports and projects as assigned. Demonstrates team building skills. Demonstrates analytic and data management skills using a variety of PC based software, including MS Office (Word, Excel, and Power Point). Demonstrates analytical ability to use practice management and electronic Medical & Dental record software systems for data extraction. Demonstrates financial management skills with monitoring and reporting expenses and revenues in relation to the budget. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Works independently on special nonrecurring and ongoing projects, which include updating multiple binders with meeting minutes, grants, and related documents. Perform related duties as required and assigned. **Minimum Qualifications:** 2 year college degree hospital, public or business administration or related disciplines, 4 year degree preferred. 3 years experience as a administrative secretary or related experience, preferred assistant to administrator, business office manager or administrative positions with a health care facility. Communication skills as evidenced by preparation of oral and written materials including presentation, reports, memoranda and correspondence of both a technical and confidential nature. Analytical ability as evidenced by developing solutions and

recommendations with guidance from superiors in grant and contract management, accounting techniques, cost/benefit comparisons, analysis and budget variance, and staff resource forecasts.

Nurse Case Manager **Posted: 2/3/2010** **New Position** **Pst# 7**

PRIMARY LOCATION: Gardner **Hiring Manager:** Jane Leavens/Dr. Tim Eddy

CATEGORY: Full Time (non-exempt)

BENEFITED: Yes

Pay Grade: TBD

Supervision Received: Reports to the Nurse Manager. Under the general supervision of the Nurse Manager, performs direct and indirect nursing activities in accordance with licensure by the Commonwealth of Massachusetts and the policies and procedures of the health center. **Essential Duties and Major responsibilities:** Case Management . Prepares patients for visits with providers by performing and recording vital signs (including: blood pressure, temperature, pulse, respirations, weight, and other procedures as needed). Reviews patients' medical records for completeness and updates prior to patients' visit – process HEDIS reviews. Responsible for UDS data collection and completion of all UDS reports. Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assisting the provider as needed. Assists in preparing patients for routine diagnostic procedures (i.e. urine specimens) and performing selected screening tests (including: urine dipsticks, urine hCG, and rapid strep throat cultures). Assists in preparing routine diagnostic request forms. Books patients for tests and appointments with outside facilities and/or specialists. Executes medical orders for specific drugs, treatments, and other diagnostic or therapeutic procedures. Administers and records medication administration consistent with his/her knowledge of pharmacology in accordance with health center policy – complete prior approvals for medication requests. Participates in preventive health teaching and education pertinent to procedures being conducted. Provides case management type oversight to an identified patient population as assigned by the Nurse Manager/Medical Director. Provides guidance to non-clinical staff regarding clinical issues (i.e. phone triage). Near visual acuity to observe changes in health/illness status of patients. Manual skills required include good eye and hand coordination in combination with finger dexterity for administration of injections, treatments, etc. Good color vision is required for perceiving changes in skin color and colors of medicines, solutions, etc. Work is of medium demand, walking and standing. Occasional lifting of patients with assistance, reaching, handling and fingering of instruments and equipment and caring of patient needs. Hearing to distinguish difference in heartbeat and breathing of patients and to hear instructions. Near visual acuity to read gauges and dials on equipment. Color vision for perceiving changes in patient's skin color or color of solutions. Able to lift 40 lbs. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Performs other job related duties as required or assigned. **Minimum Qualifications:** Nurse degree required, 2 years similar work, internship, or volunteer experience required. Work experience equivalent to one year as an RN/LPN in an ambulatory medical office environment preferred. Currently registered as a Registered Nurse/LPN in the Commonwealth of Massachusetts and its Board of Registration in Nursing. Bilingual in Spanish preferred. Computer skills for accurate data entry. AHA BLS Health Care Provider certification or equivalent. Demonstrated interpersonal relationship skills. Demonstrated written and verbal communication skills in English.

Medical/Telephone Receptionist **Posted: 1/27/2010** **Replacement** **Pst# 5**

PRIMARY LOCATION: Gardner **Hiring Manager:** Jane Leavens

CATEGORY: (20-25 hours)

BENEFITED: Yes

Pay Grade: 5A

Under the general supervision of the Operations Director, the Medical/ Telephone Receptionist manages incoming telephone communications to CHC Family Health Center Family Medicine and Mental Health. The responsibilities of the Telephone Receptionist include booking appointments, entering patient registration information, directing incoming telephone calls, recording accurate messages, and cross covering other departments as needed. The responsibilities of the Medical Records File Clerk include filing of medical records within the file room, retrieving medical records, preparing medical records with necessary forms, and filing correspondence, lab results, and/or dictation.

EDUCATION AND EXPERIENCE: High School Diploma or GED required, Associate Degree in secretarial science or equivalent preferred. Bilingual in English/Spanish and/or English/Hmong preferred. Work experience similar to a medical office environment. Computer skills for accurate data entry. Knowledge of basic medical terminology. Demonstrated interpersonal relationship skill. Demonstrated Proficiency in reading, writing, and speaking in English. Demonstrated ability to work in a fast paced, high telephone call volume office environment.

Facilities Administrative Assistant **Posted: 1/20/2010** **New** **Pst# 4**

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Pierre Primeau

CATEGORY: Full Time

BENEFITED: Yes

Pay Grade: 8A

Under the supervision of the Facilities Director, the Facilities Administrative Assistant supports the operations of the Health Centers Facility Department. The position requires this individual to work independently, have problem-solving skills and good communication skills. The position also requires a strong knowledge of facilities and construction terminology.

Essential Duties and Major responsibilities: Provide administrative support to the Facilities Director. Receives phone calls and messages, provides information, and refers matters to appropriate person(s). Provide department support including: telephone and written correspondence. Maintains relationships with internal and external contacts. Schedule and coordinate meetings, reserve rooms, make business arrangements as needed. Organize and maintain files. Prepare paperwork for permitting processes. Process invoicing. Maintain routine office supply inventory/orders supplies & equipment. Gather, organize, analyze, and present project data as needed. Must work closely with the Finance Department and Compliance Officer. Demonstrates understanding and commitment

of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Other related duties as assigned. **Minimum Qualifications:** Requires a High School diploma, w/ 6 – 12 months additional specialized secretarial/business office training. Min. 2 -3 years of administrative office support experience in facilities or/and construction. Demonstrated organization and project management skills. Demonstrated ability to work independently. Demonstrated communication skills (verbal and written). Experience using Microsoft Office, (Word, Excel, Access, and PowerPoint) and other PC based software. **Competencies:** Individual departments will develop competencies which will be communicated and maintained through CHC's performance evaluation system.

Certified Dental Assistant **Posted: 1/04/2010** **Replacement** **Pst #1**

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Dr. Shea
CATEGORY: Full Time (non-exempt)
BENEFITED: Yes
PAY GRADE: 6C

Supervision Received: Reports to Director Dental Operations
To operate the reception area of the Dental Department

Essential Duties and Major Responsibilities: Maintain the highest desirable level of personal relationship with the dental team, the patients and all the employees of CHC Family Health Dental Clinic. Schedule appointments, answer the phone and take messages. Register each patient for each appointment; changes in status. Bring and post the appointment list in each office area every morning. Enter the no shows on records. Call patients to remind them about their appointment and to take proper medication if necessary. Maintain a waiting list to fill our appointment in case of cancellations. Complete the encounter control sheet at the end of the day. Transfer the encounter forms to the billing department for processing. Encounter form copies will go to the Dental Office Manager every evening. Request patient's medical record for first time patients or per request of provider. Maintain housekeeping duties in the reception area. Update and maintain patient files. Pull all patient files for each provider every day and place in providers operator. Verify that previously ordered dental laboratory work is available to the patient when scheduled to come to the clinic, otherwise reschedule the appointment. Order supplies for the reception area. Pick up and deliver correspondence on a daily basis. Assist patients in making referral appointments. Participate in all required staff meetings. Review and submit to providers the completed forms for emergency patients. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Assist the dental team when required. **Minimum Qualifications:** High school diploma or equivalent and DANB certified required. 1 year experience preferred. Bilingual English and Spanish preferred. Must have excellent interpersonal skills. Ability to multi-task. Computer literate. Demonstrated written and verbal communication skills in English. Demonstrated ability to work in a fast paced office environment. Bilingual preferred.

Dentist **Posted: 12/28/2009** **Replacement** **Pst #76**

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Cynthia Stevens
CATEGORY: Part-Time (exempt)
BENEFITED: Yes
PAY GRADE: TBD

The Dentist is responsible for providing general dentistry and general supervision of dental assistants and Hygienists and reports to VP of Dental. **Essential Duties and Major responsibilities:** Provide direct service to patients. Insure that DPH, OSHA and Dental Association regulations are strictly followed. Comply with departmental protocols. Meet productivity standards. Provide general dentistry and general supervision of dental assistants and Hygienists. Attend required meetings. Commitment to providing dental care to families in a medically under-served community. Willingness to be flexible in the development of new methods of dental services delivery. Ability to deal with sensitive information in a highly confidential manner. Effective communication skills, both oral and written, with patients, families, visitors, co-workers, health care professionals, funders, and other regulatory agencies. Works as part of team and works at the Greater Gardner Community Health Center as required. Awareness of resources available within the health center to accommodate the needs of patients. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Performs other duties as assigned. **Minimum Qualifications:** DDS or DMD from an accredited Dental School required. Massachusetts Controlled Substance certificate and DEA required. Licensed in Massachusetts to practice Dentistry without limitations required. Minimum of three years professional experience preferred. Public Health experience preferred. Proficient reading, writing, and speaking in English required.

Certified Dental Assistant **Posted: 12/28/2009** **Replacement** **Pst #75**

PRIMARY LOCATION: Fitchburg **Hiring Manager:** Dr. Shea
CATEGORY: Full Time (non-exempt)
BENEFITED: Yes
PAY GRADE: 6C

Supervision Received: Reports to Director Dental Operations

Essential Duties and Major Responsibilities: Maintain the highest desirable level of personal relationship with the dental team, the patients and all the employees of CHC Family Health Dental Clinic. Schedule appointments, answer the phone and take messages. Register each patient for each appointment; changes in status. Bring and post the appointment list in each office area every morning. Enter the no shows on records. Call patients to remind them about their appointment and to take proper medication if necessary. Maintain a waiting list to fill our appointment in case of cancellations. Complete the encounter control sheet at the end of the day. Transfer the encounter forms to the billing department for processing. Encounter form copies will go to the Dental Office Manager every evening. Request patient's medical record for first time patients or per request of provider. Maintain housekeeping duties in the reception area. Update and maintain patient files. Pull all patient files for each provider every day and

place in providers operatory. Verify that previously ordered dental laboratory work is available to the patient when scheduled to come to the clinic, otherwise reschedule the appointment. Order supplies for the reception area. Pick up and deliver correspondence on a daily basis. Assist patients in making referral appointments. Participate in all required staff meetings. Review and submit to providers the completed forms for emergency patients. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Assist the dental team when required. **Minimum Qualifications:** High school diploma or equivalent and DANB certified required. 1 year experience preferred. Bilingual English and Spanish preferred. Must have excellent interpersonal skills. Ability to multi-task. Computer literate. Demonstrated written and verbal communication skills in English. Demonstrated ability to work in a fast placed office environment.

Certified Dental Assistant **Posted: 12/07/2009** **Replacement** **Pst #72**

PRIMARY LOCATION: Gardner **Hiring Manager:** Jane Leavens
CATEGORY: Full Time (non-exempt) Dr. Ali Maddahi
BENEFITED: Yes
PAY GRADE: 6C

Supervision Received: Reports to Director Dental Operations

Essential Duties and Major Responsibilities: Maintain the highest desirable level of personal relationship with the dental team, the patients and all the employees of CHC Family Health Dental Clinic. Schedule appointments, answer the phone and take messages. Register each patient for each appointment; changes in status. Bring and post the appointment list in each office area every morning. Enter the no shows on records. Call patients to remind them about their appointment and to take proper medication if necessary. Maintain a waiting list to fill our appointment in case of cancellations. Complete the encounter control sheet at the end of the day. Transfer the encounter forms to the billing department for processing. Encounter form copies will go to the Dental Office Manager every evening. Request patient's medical record for first time patients or per request of provider. Maintain housekeeping duties in the reception area. Update and maintain patient files. Pull all patient files for each provider every day and place in providers operatory. Verify that previously ordered dental laboratory work is available to the patient when scheduled to come to the clinic, otherwise reschedule the appointment. Order supplies for the reception area. Pick up and deliver correspondence on a daily basis. Assist patients in making referral appointments. Participate in all required staff meetings. Review and submit to providers the completed forms for emergency patients. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Assist the dental team when required. **Minimum Qualifications:** High school diploma or equivalent and DANB certified required. 1 year experience preferred. Bilingual English and Spanish preferred. Must have excellent interpersonal skills. Ability to multi-task. Computer literate. Demonstrated written and verbal communication skills in English. Demonstrated ability to work in a fast placed office environment.

Family Practitioner/Physician **Posted: 6/3/2009** **Pst# 35**

PRIMARY LOCATION: Gardner **Hiring Manager:** Dr. Tim Eddy
CATEGORY: Full Time (exempt)
BENEFITED: Yes
Pay Grade: TBD

Under the direction of the Medical Director, provides comprehensive and continuous primary care to a panel of patients, including providing inpatient, prenatal and obstetrical care. Essential Duties Major Responsibilities: provides primary care services to individuals and families across the lifespan, including obstetrical care with appropriate participation in night and weekend coverage.

Minimum Qualifications: Medical Degree (MD or DO), Board Certification/Eligibility in Family Practice.

Licensed Mental Health & Substance Abuse Counselor **Posted: 6/17/2009** **Pst# 34**

PRIMARY LOCATION: Fitchburg - ACTION **Hiring Manager:** Nicholas Apostoleris
CATEGORY: Full Time (exempt)
BENEFITED: Yes **Replacement**
Pay Grade: 12C

Works collaboratively with other behavioral health and medical providers and trainees engaged in related therapeutic/patient care activities. The ACTION Health Services Licensed Mental Health and Substance Abuse Counselor provides counseling therapy, crisis intervention, education, and/or case management services in an integrated primary care setting located in a community health center. He or she cares for the needs of the homeless and publicly housed patient population and provides appropriate direct patient care through assessment, diagnosis, and treatment of specific conditions. The Licensed Mental Health and Substance Abuse Counselor may also serve as part of a consulting team with constant and effective communication to management and direct care staff regarding clinical policies, and procedures.

Minimum Qualifications: Masters degree, or equivalent, in mental health counseling, or clinical/counseling psychology and Massachusetts licensure as a LMHC or licensed social worker. CADAC Certification eligibility required with minimum of two years experience in substance abuse field. Ability to make administrative/procedural decisions and judgments. Proficiency with use of computer (Microsoft Office) as communication and data management tool. Ability to observe, assess, and record symptoms, reactions, and progress.

To Apply: Fax resume to (978) 665-5959 or mail to Community Health Connections, Inc.

275 Nichols Road, Fitchburg, MA 01420 attn: HR Dept. or email to hr@chcfhc.org.